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Student Foundation

Students Build Great Universities

The West Virginia University Student Foundation is a student organization dedicated to enriching educational opportunity for all WVU students. By sponsoring a variety of unique and dynamic projects the Student Foundation works to enhance the learning experience.

For example, the Student Foundation sponsors such programs as the annual Spring Honors Dinner for students who achieve academic and extracurricular excellence at WVU. In addition, the Student Foundation recognizes academic achievement among West Virginia high school students by inviting West Virginia's National Merit Scholar Semifinalists and Achievement Scholars to Morgantown for National Merit Day which is held each fall. The Student Foundation also annually sponsors Mountaineer Week, a week-long celebration of West Virginia's rich history, culture, and tradition.

The Student Foundation is governed by a 21-member Board of Managers composed of 14 students selected in the spring of each year, two Student Administration representatives, one representative from the WVU Foundation Board of Directors, the Executive Director and two members of the staff of the WVU Foundation, and the Vice-President for Student Affairs.

GET INVOLVED! The Student Foundation needs you...it needs your ideas on how to improve your University...it needs to know your problems...and it wants to help you find solutions for those problems.

Together, you and the Student Foundation can build a great university. Visit us at 617 Spruce Street, or call us at 296-8251.

West Virginia University

STUDENT
HANDBOOK

1982-83



WVU Facts

Date Established: 1867.

Type of Institution: Comprehensive state and land-grant university, established under Morrill Act of 1862.

Major Functions: Teaching, research, and off-campus education.

Accreditation: Member of North Central Association of Colleges and Schools. WVU educational programs are accredited by the North Central Association and by fifty accrediting agencies for specific programs.

Major Divisions: College of Agriculture and Forestry, College of Arts and Sciences, College of Business and Economics, College of Creative Arts, School of Dentistry, College of Engineering, Center for Extension and Continuing Education, Graduate School, College of Human Resources and Education, Perley Isaac Reed School of Journalism, College of Law, School of Medicine, Division of Military Science (ROTC) and Division of Air Force Aerospace Studies (ROTC), College of Mineral and Energy Resources, School of Nursing, School of Pharmacy, School of Physical Education, and School of Social Work.

Branches: Potomac State College at Keyser; Charleston Division of the WVU Medical Center; Wheeling Division of the School of Medicine; off-campus graduate centers at Jackson's Mill, Potomac State College, Parkersburg, Shepherd College at Shepherdstown, and West Liberty State College at West Liberty. WVU has six area offices and extension offices in all fifty-five counties. The University operates the State 4-H Camp at Jackson's Mill.

Degrees Offered: Bachelor, master, doctorate, and professional; 172 degree programs.

Plant: Morgantown campuses, 104 buildings on 799 acres valued at \$348 million; experiment farms and forests totaling 16,500 acres throughout the state.

Operating Budget: \$224 million a year.

Libraries: 994,822 books and 826,437 microforms and microfilms. About 30,000 volumes are added each year; 9,425 periodical titles are received.

Enrollment: Statewide total of more than 22,000.

Alumni: 83,582.

WVU Nickname: Mountaineers.

Colors: Old gold and blue.

Traditions: Homecoming Weekend, Mountaineer Week, Freshman Orientation, Link Day (when honor society members are initiated), and the Pitt-WVU rivalry (the University of Pittsburgh is WVU's traditional football foe).

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West Virginia Board of Regents
950 Kanawha Boulevard, East
Charleston, WV 25301

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Office of the President
Morgantown, WV 26506

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West Virginia University is an Equal Opportunity-Affirmative Action institution. In compliance with Federal Executive Order No. 11246 as amended, Title VII of the Civil Rights Act, West Virginia Human Rights Act, Title IX (Educational Amendments of 1972), Sections 503 and 504 of the Rehabilitation Act of 1973, and other applicable laws and regulations, the University provides equal opportunity to all prospective and current members of the student body, faculty, and staff on the basis of individual qualifications and merit without regard to race, sex, religion, age, national origin, or handicap, as identified and defined by law.

The University neither affiliates knowingly with nor grants recognition to any individual, group, or organization having policies that discriminate on the basis of race, color, age, religion, sex, national origin, or handicap, as defined by applicable laws and regulations.

—Office of the President

Where/Who to Call for Answers

If you have a question about West Virginia University, check this listing for the office which can best assist you.

QUESTION	TELEPHONE
Academic Advising Center— <i>Student Services Center</i>	293-5805
Admission to WVU— <i>Admissions and Records</i>	293-2121
Agriculture and Forestry— <i>Dale W. Zinn</i>	293-2395
Air Force ROTC— <i>Col. William B. Stanley</i>	293-5421/2
Ambulance Service.	296-4494
Arts and Sciences— <i>Stanley Wearden</i>	293-4611
Athletic Policies— <i>Fred A. Schaus</i>	293-5621
Publicity— <i>Tim Lilley</i>	293-2821
Tickets— <i>Debra A. Coles</i>	293-3541
Attorney for Students (Mountainlair)— <i>Randall B. Suter</i>	293-4897
Book Stores— <i>Jack Porter</i>	293-2711
Business and Economics— <i>Jack T. Turner</i>	293-4092
Career Services Center— <i>Robert L. Kent</i>	293-2221
Center for Extension and Continuing Education— <i>R. Rudy Filek</i>	293-5691
Check Cashing (Book Store)	293-5060
Commencement Activities— <i>Nicholas G. Evans</i>	293-5800
Controller— <i>Ben J. Tuchi</i>	293-4001
Copy Center— <i>Communications Building</i>	293-6366
Counseling Service— <i>James F. Carruth</i>	293-4431
Creative Arts— <i>Wayne M. Sheley</i>	293-4841
Daily Athenaeum..... <i>Newsroom</i> —293-5092; <i>Advertising</i> —	293-4141
Dentistry— <i>W. Robert Biddington</i>	293-2521
Eiderdown (Literary Magazine)	293-3107
Employment (student)	<i>Personnel</i> —293-3405; <i>Work-Study</i> —293-4401
<i>Part-Time/Summer Job Service</i> (Career Services Center)	293-2221
Engineering— <i>Curtis J. Tompkins</i>	293-4821
Financial Aid— <i>Neil E. Bolyard</i>	293-5242
(Medical Center)— <i>Kenneth R. Sears</i>	293-3706
Pell Grants— <i>Kenneth Slater</i>	293-5241
Veterans, Scholarships, and Loans (enrolled students)— <i>Joe Summers</i>	293-3331
WVU Achievement Scholarships, Performance Grants, W. Va. Grants— <i>Dawna Martin</i>	293-5241
Work-Study Program— <i>John Patteson</i>	293-4401
Guaranteed Student Loans— <i>Sue Gould</i>	293-5842
Student Loans (collection & exit interviews)— <i>William Watson</i> ..	293-3310

QUESTION

TELEPHONE

Fraternities (information)— <i>Chandra Hodges</i>	293-4397
Graduate School— <i>Stanley Wearden</i>	293-4920/293-5495
Health Service (student)— <i>University Hospital</i>	293-2311
Housing and Residence Life— <i>Stephen S. Showers</i>	293-4491
Human Resources and Education— <i>William G. Monahan</i>	293-5703
ID Cards— <i>Student Organizations Information Desk</i>	293-4397
Information Desk— <i>Mountainlair</i>	293-3701
International Programs— <i>Robert H. Maxwell</i>	293-2041
International Students— <i>Barbara R. Alvis</i>	293-5611
Intramural Sports	293-5221
Job Opportunities	
Personnel Office	293-3405
Career Services Center (Part-Time/Summer Job Service)	293-2221
Journalism— <i>Guy H. Stewart</i>	293-3505
Law— <i>Carl M. Selinger</i>	293-5306
Library Services— <i>Robert F. Munn</i>	293-4040/293-5040
Lost/Found— <i>Building where lost or WVU Security</i>	293-3136/293-3940
Medical Service— <i>Student Health Service</i>	293-2311
Medicine— <i>Robert H. Waldman</i>	293-4511/2
Military Science (ROTC)— <i>Maj. Stephen E. Whittenberg</i>	293-2911/2
Mineral and Energy Resources— <i>George Fumich, Jr.</i>	293-5695
Minority Students— <i>Geraldine C. Belmear</i>	293-5611
Monticola (Student Yearbook)	293-3824
Mountainlair	
General Information	293-3701
General Policies	293-2702
Bowling/Billiards	293-2206
Photography Laboratory	293-4671
Recreation Center	293-2203
Student Programs Box Office	293-3919
Natatorium	293-2289
News Service— <i>Robert P. Fullerton</i>	293-6366
Nursing— <i>Lorita D. Jenab</i>	293-4831/293-2650
OASIS (Older Adult Student Information Service)	293-5611
Off-Campus Housing— <i>Student Life</i>	293-5611
Orientation (new students)— <i>Herman L. Moses</i>	293-5611
Parking (general policies)— <i>Eugene F. Powell</i>	293-5502
Personal Rapid Transit (PRT)— <i>Robert J. Bates</i>	293-5011
Pharmacy— <i>Sidney A. Rosenbluth</i>	293-5211/293-5101
Physical Education— <i>J. William Douglas</i>	293-3823/2
Placement Activities (Career Services Center)	293-2221
Post Office (WVU)— <i>Shirley M. Butterworth</i>	293-4050
Publicity— <i>Robert Fullerton</i>	293-6366

QUESTION**TELEPHONE**

Records— <i>Admissions and Records</i>	293-2121
Recreation/Intramurals— <i>David H. Taylor</i>	293-5221
Registration— <i>Admissions and Records</i>	293-2121
Residence Halls Information	
Arnold Hall	293-2840
Boreman Hall	North—293-2010/South—293-5657
Dadisman Hall	293-4601
Stalnaker Hall.....	293-2520
Towers	293-2814
Security— <i>William S. Strader</i>	293-3136
Social Work— <i>John J. Miller</i>	293-3501
Sororities (information)— <i>Chandra Hodges</i>	293-4397
Speech & Hearing Clinic (805 Allen Hall)	293-4241
Student Activities and Educational	
Programming— <i>Robert F. McWhorter</i>	293-4406
Student Administration— <i>Mountainlair</i>	293-3813
Student Affairs— <i>George D. Taylor, Vice-President</i>	293-5811/2
Students' Attorney (Mountainlair)— <i>Randall B. Suter</i>	293-4897
Student Health Service— <i>University Hospital</i>	
(hours, insurance, policies)	293-2311
Student Life— <i>Betty Boyd</i>	293-5611
Discipline Committee— <i>Herman Moses</i>	293-5611
International Students	
and Foreign Scholars— <i>Barbara Alvis</i>	293-5611
Local/Commuting Freshman Students— <i>Herman Moses</i>	293-5611
Minority Student Affairs— <i>Geraldine Belmear</i>	293-5611
Off-Campus Housing— <i>James Thomas</i>	293-5611
Older Adult Student Information Service	
(OASIS)— <i>Thomas Sloane</i>	293-5611
Orientation Programs— <i>Herman Moses</i>	293-5611
Student Neighbor Project— <i>James Thomas</i>	293-5503
Withdrawals from WVU— <i>Herman Moses</i>	293-5611
Student Organizations— <i>Chandra Hodges</i>	293-4397
Student Publications— <i>John Luchok</i>	293-6366
Student Volunteer Program— <i>Gregory A. Elmes</i>	293-5603
Study Abroad Program— <i>John R. Williams</i>	293-2100
Telephones— <i>Okey M. Cogar</i>	293-3531
Tickets	
Athletic Events— <i>Debra A. Coles</i>	293-3541
Cultural Events, Pop Concerts, Film Series, Plays	293-3919/293-4406
University Theatre	293-3020
Tour Guide (WVU)—(131 Coliseum).....	293-3489
Transcript Requests— <i>Admissions and Records</i>	293-2121

QUESTION

TELEPHONE

Transportation (inter-campus)— <i>Eugene F. Powell</i>	293-5502
Veterans Educational Information	293-3331
Women's Studies Program— <i>Judith Stitzel</i>	293-2339
Work-Study Program— <i>John Patteson</i>	293-4401
WWVU-FM— <i>Roy Gerritsen</i>	293-3329

Crisis Intervention and Emergency Telephones

Illness

University Health Service	293-2311
Dr. James F. Carruth/Dr. Philip E. Comer	293-4431
Monday-Friday—8:30 a.m.-5:00 p.m.	
Dr. Edwin J. Morgan/Dr. Steven A. King	293-2316
Monday-Friday—8:30 a.m.-8:00 p.m.	
Saturday and Sunday—9:00 a.m.-Noon	
University Hospital Emergency Room	293-5341
Emergency Ambulance Service (EMS)	296-4494

Mental Illness or Assault

Psychiatrist on call at University Hospital	293-5341
Mental Hygiene Commissioner	296-3123
Rape and Domestic Violence	599-6800
University Security Office	293-3136
Morgantown City Police	291-7444
Sheriff's Office	296-6424
State Police	599-1101
<i>(If no answer call 800-642-9061. No charge to calling party.)</i>	

Other

Poison Control	293-5341
Dean/Student Life (<i>Betty Boyd</i>)	(Office) 293-5611
	(Home) 599-2046
Vice-President/Student Affairs	
(<i>Dr. George D. Taylor</i>)	(Office) 293-5811
	(Home) 598-2672
Attorney for Students	293-4897
Monday-Friday—9:00 a.m.-5:00 p.m.	

*Published by Student Affairs
Edited by Stanley J. Nels,
Associate University Editor*

University Calendar

First Semester, 1982-83

August 19, 20, Thursday and Friday	New Student Orientation
August 20, Friday	General Registration
August 23, Monday	First Classes
September 6, Monday	Labor Day Recess
September 18-19, Saturday and Sunday	Rosh Hashanah— Days of Special Concern
September 27, Monday	Yom Kippur—Day of Special Concern
October 8, Friday	Mid-Semester
October 8, Friday	Mid-Semester Reports Due
November 20, Saturday, to November 28, Sunday, incl.	Thanksgiving Recess
December 10, Friday	Last Classes
December 13, Monday, to December 18, Saturday, incl.	Final Examinations
December 19, Sunday, to January 6, Thursday, incl.	Christmas Recess

Second Semester, 1982-83

January 7, Friday	General Registration
January 10, Monday	First Classes
January 15, Saturday	Martin Luther King's Birthday— Day of Special Concern
February 21, Monday	Washington's Birthday Recess
February 25, Friday	Mid-Semester
February 25, Friday	Mid-Semester Reports Due
March 26, Saturday, to April 4, Monday, incl.	Spring Recess
April 1, Friday	Good Friday—Day of Special Concern
April 4, Monday	Easter Recess
April 12, Tuesday	Faculty Assembly
April 29, Friday	Last Classes
May 2, Monday, to May 7, Saturday, incl.	Final Examinations
May 9, Monday	Grade Reports for All Graduates Due in Dean's Office
May 10, Tuesday	Dean's Reports of All Graduates Due in Office of Admissions and Records
May 14, Saturday	Alumni Day
May 15, Sunday	Commencement

The academic year is divided into two semesters of approximately seventeen weeks each and summer sessions.

This Is West Virginia University

Although 19,000 students enroll annually on the Morgantown campuses, West Virginia University has maintained a friendly, informal atmosphere while growing into a university with all the advantages that academic diversification can offer.

Learning at WVU first means learning your way around. Most undergraduates quickly become familiar with WVU's *Downtown Campus*, the center for academic work in the arts and sciences, business and economics, journalism, and mineral and energy resources. The Downtown Campus is also the center of extracurricular and social activities. Landmarks include Mountainlair, the student union; the Main Library; colonial Moore Hall; and Woodburn Circle—the ring of oldest WVU buildings. The mast of the battleship *U.S.S. West Virginia* on Memorial Plaza dominates the scene as students move from class to class. About 1,680 undergraduates are housed in University residence halls on the Downtown Campus.

The computer-directed Personal Rapid Transit System (PRT) connects the Downtown Campus with WVU's other Morgantown campus, *Evansdale*, including the Medical Center. *Evansdale Campus*, the site of most of WVU's expansion, offers the specialized disciplines: creative arts, engineering, law, forestry, agriculture, human resources and education, and social work. The Creative Arts Center houses art, music, and theatre, and across the highway physical education students and athletes use the Coliseum, the Natatorium, the Shell Building, and surrounding facilities. The Towers Residence Halls house 1,913 students. The *Medical Center* is the sprawling home of schools awarding degrees in nursing, pharmacy, medicine, medical technology, physical therapy, dentistry, dental hygiene, and the basic medical sciences. University Hospital, a logical extension of the health sciences classrooms, is a statewide referral center for diagnostic and treatment services. On a knoll overlooking the Medical Center is the Law Center. Nestled between the Law and Medical centers is the new 50,000-seat Mountaineer Field.

The University administers an off-campus educational program that touches the lives of thousands. The staff of the WVU Center for Extension and Continuing Education works in all of West Virginia's 55 counties—helping low-income families improve their diets, expanding educational opportunities, and developing community advancement programs. Other units of the Extension Center work with farmers and labor unions; educate firemen and teachers, and investigate community development problems.

For research and teaching purposes, WVU operates 16,500 acres of experimental farms and forests throughout the state and a geology camp in Greenbrier County. The University also administers two-year Potomac State College at Keyser. Other branches include the Charleston Division of the WVU Medical Center, the Wheeling Division of the School of Medicine, and five off-campus graduate centers.

West Virginia University offers its students a variety of off-campus learning experiences—working in state mental hospitals and with social welfare agencies; serving as interns in state government, touring the region with the Puppet Mobile or with performing musical groups, overseas courses in foreign



Elizabeth Moore Hall—Downtown Campus.

languages and the humanities; seaside biology and geology courses at Wallops Island, Va., through the Marine Science Consortium, and geology classes at the Florida Keys; a U.S. tour in agriculture; and a program in Renaissance and eighteenth century studies at the Folger Shakespeare Library, Washington, D.C.

The University has sent 19 Rhodes Scholars to Oxford University. WVU ranks among the top 7 percent of the nation's colleges and universities in the number of Merit Scholars enrolled.

West Virginia University is owned by the people of West Virginia who, through their Legislature, have delegated responsibility for the University's operation to the West Virginia Board of Regents. The board consists of nine members, appointed by the Governor with advice and consent of the State Senate, and three ex officio members, including a faculty member chosen by the Regents' Advisory Council of Faculty and a student named by the Regents' Advisory Council of Students—both of whom vote—and the State Superintendent of Schools.

The President, appointed by the Board of Regents, is the chief executive officer of the University, as well as its principal academic officer—a role which his position as presiding officer of the University Senate symbolizes.

The faculty participates in decision making through the University Senate, which is comprised mainly of professors elected by their faculty constituencies. For non-teaching employees, there is the Staff Council, which consists of twelve members elected by their fellow employees in six occupational groups, and Local 814, Laborer's International Union of North America, AFL-CIO, which represents many employees.

Students are widely involved in the decision-making process at WVU with students serving on 22 University-wide committees, including University Senate committees. Students elect their own student government that communicates student views to the University community.

Student Fees *(Subject to change without notice.)*

Undergraduate

<i>West Virginia Students</i>	<i>Out-of-State Students</i>
\$ 80.00 Tuition	\$ 400.00
50.00 Registration	250.00
110.00 Higher Education Resources Fee	350.00
30.00 Athletics	30.00
35.00 Inter-Campus Transportation System	35.00
2.50 Daily Athenaeum	2.50
2.50 Radio Station	2.50
50.00 Health, Counseling, and Program Services	50.00
40.00 Mountainlair Construction	40.00
20.00 Student Affairs	20.00
<u>\$420.00</u>	<u>\$1,180.00</u>

Graduate

<i>West Virginia Students</i>	<i>Out-of-State Students</i>
\$110.00 Tuition	\$ 500.00
50.00 Registration*	250.00
110.00 Higher Education Resources Fee	350.00
30.00 Athletics	30.00
35.00 Inter-Campus Transportation System	35.00
2.50 Daily Athenaeum	2.50
2.50 Radio Station	2.50
50.00 Health, Counseling, and Program Services	50.00
40.00 Mountainlair Construction	40.00
20.00 Student Affairs	20.00
<u>\$450.00</u>	<u>\$1,280.00</u>

Dentistry and Medicine

<i>West Virginia Students</i>	<i>Out-of-State Students</i>
\$300.00 Tuition	\$ 800.00
50.00 Registration*	250.00
200.00 Higher Education Resources Fee	500.00
30.00 Athletics	30.00
35.00 Inter-Campus Transportation System	35.00
2.50 Daily Athenaeum	2.50
2.50 Radio Station	2.50
50.00 Health, Counseling, and Program Services	50.00
40.00 Mountainlair Construction	40.00
20.00 Student Affairs	20.00
<u>\$730.00</u>	<u>\$1,730.00</u>

*Tuition and fees for all but Medical Center students and all registration fees are used to retire bond issues that financed construction of University buildings. Funds in excess of this amount are used by the West Virginia Board of Regents. Tuition fees paid by Medical Center students are used for Medical Center operations.

Student Services

Recreation

Mountainlair

293-3701

Mountainlair, the student union, is on the Downtown Campus. Its facilities include lounges, an art gallery, browsing library, listening rooms, ballrooms, a theatre, snack bar/cafeteria complex, a dining room, tavern, pastry shop, conference/meeting rooms, and Student Administration offices.

Other services include check cashing, notary public, sundries sales shop, and a games area featuring bowling (open and league play), billiards, table tennis, card and table games, and pro shop services.

Mountainlair serves as the campus information center, telephone 293-3701.

Recreation-Intramural Sports

293-5221

This program is primarily responsible for coordinating and providing services in such program areas as intramural sports, informal recreation, sports clubs, outdoor recreation center, photography laboratory, craft shop, and special events. These programs are geared to develop an appreciation for the meaningful use of leisure time. For more information, visit the Recreation-Intramural Sports Office in Stansbury Hall, or telephone 293-5221.

Intramurals

293-5221

West Virginia University offers an extensive leisure-time program of intramural sports. All students are encouraged to become active participants. Sports include: Flag Football, Indoor Soccer, Tennis, Mountainclimb,* Field Goal Kicking, Racquetball, Swimming & Diving,* Volleyball, Badminton, Basketball, Archery,* Tug-of-War, Riflery,* Softball, Track and Field,* Wrestling.*

(*These sports may be entered by individuals lacking team affiliation. Entry forms for these sports may be obtained in Room 44, Stansbury Hall.)

Informal Recreation

Facilities Hours
293-INFO (Tape No. 10)

University recreational facilities are scheduled for informal recreation whenever possible. A student ID must be presented when entering any of the facilities.

Coliseum (indoor)—Racquetball courts (8), squash courts (2), basketball, golf cages, volleyball, badminton, and steam rooms.

Coliseum (outdoor)—Tennis courts (10 lighted), playing fields, and quarter-mile track.

Old Mountaineer Field—Jogging, softball, frisbee, and flag football.

Natatorium—Swimming and diving.

Shell—Indoor running track, basketball, volleyball, badminton, tennis, and weight room.

Stansbury Hall—Basketball, volleyball, badminton, golf cages, and outdoor tennis courts (4).

Towers—Tennis courts (4), outdoor basketball courts, playfield, and craft shop.

VanVoorhis and Chestnut Ridge Fields—Softball, football, and jogging.

Weekly facility hours may be obtained by dialing 293-INFO and requesting Tape Number 10.

Outdoor Recreation Center 293-2203

The Outdoor Recreation Center in the basement of the Mountainlair offers camping, hiking, backpacking, and skiing equipment (both downhill and cross country) for rental to students. Hours: Monday-Thursday, 9:00 a.m.-7:00 p.m.; Friday, 9:00 a.m.-5:00 p.m.; Saturday and Sunday 9:00 a.m.-12:00 noon.

Visit the center, or call 293-2203 for additional information.

Photography Laboratory 293-4671

The Photography Laboratory is on the second floor of Mountainlair near the Financial Aid office. Chemicals and equipment for developing and printing black and white and color pictures are available. Hours: Monday-Thursday, 3:00 p.m.-9:00 p.m.; Friday-Sunday, 3:00 p.m.-8:00 p.m. Photo Lab cards may be purchased at the outdoor Recreation Center in the Mountainlair

Sports Clubs 293-2203

West Virginia University sports clubs offer opportunities for students to form a cohesive group to effectively pursue their sport or leisure-time interest. The clubs include: Fencing, Folk Dance, Frisbee, Grotto, Ice Hockey, Karate, Lacrosse, Outings, Racquetball, Rowing, Rugby, Scuba, Shotokan Karate, Ski, Squash, Volleyball, Water Polo, and White Water.

Call 293-2203 for additional information.

Craft Shop 293-3614

Every WVU student can relax, learn craft skills, make gifts, and enjoy the cheerful informal studio atmosphere at the Craft Shop. You can attend at your own convenience, buy materials at cost, and get free, friendly help with techniques and designs. Crafts include leatherwork, molded ceramics, candlecraft, handbuilt and wheel-thrown pottery, batik, and jewelry making.

The Craft Shop is in the basement of Towers III. Hours: Monday-Thursday, 12:00 noon-10:00 p.m.; Friday, 6:00 p.m.-9:00 p.m.; Sunday, 1:00 p.m.-9:00 p.m.

Financial Aid Mountainlair—293-3331 Medical Center—293-3706

Financial aid consists primarily of scholarships or grants (gift aid with no formal commitment for services or repayment during or following school), loans, and employment (work-study program). Certain units of the University also have a limited number of specialized awards for promising students. All students are eligible to apply for financial aid. Applications are reviewed to determine need and academic merit or potential.

If you want to apply for financial aid, contact one of the Financial Aid offices (Second Floor, Mountainlair, or 2008 Basic Sciences Building, Medical

Center.) The financial aid offices coordinate undergraduate grant programs and scholarships, loans, and work-study employment for all students.

Undergraduate students applying for need-based aid (*examples*, Supplemental Educational Opportunity Grant, National Direct Student Loan, and Work-Study) must apply for the Pell Grants and State Grants each year. The Financial Aid Office will assume Pell Grant and/or State Grant assistance when processing institutional applications for aid when appropriate to do so. Applications for enrolled students are available January 1 for the following summer and academic year. (Priority date for filing is February 1.) The deadline for filing is March 1. Students applying for summer aid are encouraged to complete their applications during January. These dates apply to students applying initially, as well as those requesting renewal of their aid. Applications are accepted after the deadline.

For information on assistantships or fellowships, graduate students should also contact the dean of the college or school in which they intend to do their academic work.

Veterans of the Armed Forces, survivors of deceased veterans, and dependents of total and permanent, service connected, disabled veterans may obtain VA program educational information in the Financial Aid Office, Mountainlair. A toll-free line from most West Virginia counties to the Huntington VA Regional Office is also available for direct inquiry or response to the Veterans Administration, (1-800-642-3520).

Detailed information describing programs, application procedures, student rights and responsibilities, and other aspects of student financial aid is available in a variety of publications available in the financial aid offices. Individuals responsible for specific aid programs and their phone numbers are identified under "Where/Who to Call for Answers," (pages 7-9).

No student should initiate withdrawal from WVU for financial reasons without first having contacted the Financial Aid Office to determine eligibility for aid and the availability of funds.

All students receiving financial aid must contact the Financial Aid Office before withdrawal from WVU. Several programs require a specific number of credit hours to maintain eligibility. It is advisable to contact the Financial Aid Office before reducing the credit-hour load undertaken at the beginning of any enrollment period.

Students failing to make academic progress towards their degree will be denied aid for subsequent enrollment periods until minimum requirements are fulfilled. Details on academic progress are available in the financial aid offices.

Job Opportunities

293-2223

A Summer and Part-Time Job Service is operated by the WVU Career Services Center in Mountainlair. Its purpose is to place WVU students in part-time or temporary jobs in Morgantown and the surrounding area.

While the program is primarily a referral service, it also is interested in the career plans of the student. Attempts are made to match the student with a part-time job related to his or her career plans and personal interests. If you

have a special talent or skill, perhaps you can be matched with a job that will utilize it.

If you wish to participate in this program, stop by the Career Services Center and talk with one of the staff. You will have a brief interview and fill out a Student Information Form. When a job becomes available you will be contacted for an interview with the employer of that particular job opening.

The office is in the Career Services Center. Hours are Monday through Friday, 8:00 a.m. to 5:00 p.m., (telephone 293-2221).

You may also learn about campus student job opportunities by contacting the Office of Personnel in Knapp Hall, (293-3405). Foreign student employment must be in accordance with the provisions of visa limitations.

Housing and Residence Life

293-4491

Residence Life Division

The Residence Life Division has responsibility for all student life matters, including student welfare, staffing, programs, and group and individual advising. Resident Assistants, members of the residence hall program staff, live on the floors with the students and have primary responsibility for the well-being of all residents. They are upperclass students selected on the basis of their skills, interests, and abilities to assist and advise students in gaining maximum benefits from their educational experiences at WVU.

Resident Directors supervise Resident Assistants and live in the area for which they are responsible. Trained to be sensitive to the needs and concerns of college students, Resident Directors advise residence hall government, provide programming coordination, and are active in building a sense of community within each residence hall.

Area Coordinators are specially trained individuals who supervise student life in each major single-student residential area. Their primary responsibility is the supervision and training of Resident Directors and Resident Assistants in their area.

Housing Division

The Housing Division is responsible for the physical plant management of the residence halls and apartments. Management of the division is coordinated through four residential areas—Towers, Boreman, Dadisman/Stalnaker, Arnold/University Apartments. Each area manager is responsible for the housekeeping, maintenance, and physical plant administration in his or her management area.

The Superintendent for Maintenance is responsible for the coordination and quality control of maintenance services and supervises specialized trades personnel.

The Assistant Director for Housing supervises the housing management staff, coordinates safety and security matters, initiates and monitors major renovations, purchases furnishings and equipment, and is responsible for policy and budget development for the Housing Division.

Food Service Division

The Food Service Division is responsible for providing nourishing and well-balanced meals in attractive dining facilities. In addition, the division manages the vending, snack bar, cash line, and tavern operations.

Each of the four dining halls is managed by a professional Food Service Manager whose prime objective is the preparation of nutritious, wholesome meals at the lowest possible cost to the student. Students are encouraged to become acquainted with the managers who are open to suggestions to improve services.

The Administrative Assistant for Nutrition and Quality Control is responsible for standardization of all recipes, establishing standards of quantity and quality control, planning special events, and conducting training sessions for the employees. A continuous effort is made to improve both the quality and variety of menus offered, and to cater to the varied tastes, appetites, and food idiosyncrasies of over 3,600 customers.

The Administrative Assistant for Tavern and Vending Operations is responsible for supervising, coordinating, and directing the personnel engaged in the vending and tavern service, supervising the receiving, storing, and dispensing of purchased items, and insuring proper operation of machinery and equipment.

The Assistant Director for Food Service provides the overall leadership for food service operations. Specific tasks include menu planning, specification writing for food commodities and equipment, policy development, and budget preparation and monitoring.

Administration Division

The Administration Division is responsible for administrative services of the Department of Housing and Residence Life.

The Administrative Assistant for Room Assignments processes all assignments, changes, and billings for the assignable space in the residence halls and apartments.

The Business Manager supervises all accounting and budget transactions and manages the departments' data processing systems.

The Administrative Assistant for Personnel serves as the departments' personnel officer, processes payroll transactions, and assists the Assistant Directors concerning employee orientation.

The Assistant Director for Administration is responsible for the overall supervision of the Administration Division. In addition, specific responsibilities include budget preparation and research, public relations and publications, special projects, and administrative assistance to the Director of Housing and Residence Life.

Student Life

293-5611

The Office of Student Life is located across from the Mountainlair on the Downtown Campus in Moore Hall. Students are encouraged to visit with one of the staff members for suggestions and referrals. Among the services provided by this office are the following:

Student Neighbor Project

293-5503

The undergraduate, unmarried students who do not live in residence halls or fraternity/sorority houses are divided into neighborhoods of approximately fifty. An upperclass student is designated as "neighbor" and attempts to keep these students informed of campus activities, introduce them to each other, and provide help when requested.

New Student Orientation

293-5611

All new students (freshman, transfer, and international) are encouraged to participate in an orientation program before their first semester of enrollment. During the program they are introduced to staff and faculty members in their proposed major, are helped in their registration process, and are given a tour of and information about the campus. New students may contact this office for further information.

Withdrawal from the University

293-5611

Any student wishing to withdraw from the University *during* a semester must visit this office for an exit interview. This includes part-time students.

Commuting Freshman Students

293-5611

Any freshman student who has received permission to reside elsewhere than in a University residence hall is encouraged to contact this office. Special programs and activities are sponsored to involve such students in the life of the campus and to offer help and guidance.

OASIS (Older Adult Student Information Service)

293-5611

Students who have had to delay their education and are therefore beyond the age of the traditional undergraduate student often have special concerns and needs. Such students are encouraged to identify themselves to this office either for giving or receiving advice and help.

INFOrmation

293-INFO

Information about many aspects of University life, from pre-registration information to the intramural games schedule, may be obtained by dialing 293-INFO at any hour of the day or night when the University is in session. Please request tapes either by number or title. If you need an up-to-date list of tapes currently available, ask the operator to play the INFO index tape, then call back and request the specific tape you want to hear.

Off-Campus Housing

293-5611

Students wishing to find housing other than University owned and operated residence halls or apartments may visit this office during the regular University office hours. (Freshman students are required to live in University Residence Halls unless special permission is granted by the Office of Housing and Residence Life.) Available apartments, houses, mobile homes, or rooms are listed by local landlords. A staff member can offer advice in the search.

International Students

293-5611

The International Student Office is in Moore Hall and is a focal point of the student's campus life from the first day of orientation to graduation. The International Student Office serves as a link between the international student, University administration and faculty, U.S. government agencies, and foreign embassies and consulates.

In order to provide cultural interchange between international students and the community, the International Students Association and several national organizations have special events and programs throughout the year. The Host Family Program offers Morgantown residents an opportunity to meet with and get to know international students.

Minority Students

293-5611

The Minority Student Affairs Office is in 116 Moore Hall. It offers help and support in all aspects of campus and community life.

Guidance is provided concerning admissions procedures, housing, employment opportunities, financial aid, tutoring, and University policies in general. Complaints about discriminatory practices are processed through this office.

The office participates in programs that enable students to be involved in cultural and social activities. In cooperation with Student Administration and other campus organizations, the office works to involve students with the general University community—students, faculty, staff, and townspeople.

Health Service

293-2311

The University Health Service is organized to help you maintain healthful well-being. Early care of acute illness and maintenance of a healthier life-style can prevent more serious illness, can reduce time lost from classes, and can keep you looking and feeling well. All enrolled students who pay the activities fee and have a current ID card (which must be shown) are eligible for services without additional charge. Part-time students, graduate students, staff, faculty, and other WVU students who have not paid the activities fee may use the Health Service on a fee-for-service basis and pay for all tests incurred during their visit. Families of students, staff, and faculty are not eligible.

The Health Service is on the ground floor of University Hospital. Services provided eligible students without charge include: general ambulatory care, laboratory and radiology testing as ordered by Health Service physicians, physical therapy, nominal contribution toward inpatient charges incurred at

University Hospital, and Emergency Room services at University Hospital when the Health Service is closed.

Service is provided on an appointment basis except for those illnesses requiring acute care that cannot wait for an appointment. Cases requiring care not provided by the Health Service are referred to the Medical Center Outpatient Clinics where the student is responsible for all charges incurred. Students with illnesses requiring hospitalization are referred to the University Hospital. No dental care is provided by the Health Service.

A voluntary insurance plan is available to supplement medical care offered by the Health Service and to provide coverage for dependents. This plan provides payment toward hospitalization, surgical and medical fees, and other medical costs. For details of the plan, study the brochures that are mailed to each student every summer, that are available at registration, and that can be obtained at the Health Service.

The Health Service will answer telephone requests from faculty about whether a student sought treatment, but does not issue written excuses to students for class or test absences or in support of petitions to withdraw from classes.

Health Service Hours

University Hospital—293-2311

Regular Hours—8:30 a.m.-5:00 p.m., Monday through Thursday

9:30 a.m.-5:00 p.m., Friday

Limited Service Hours—5:00-8:00 p.m., Monday through Friday

9:00 a.m.-12 noon, Saturday and Sunday

Speech and Hearing Clinic

293-4241

Evaluation and correction of speech, language, and hearing disorders are goals of the Speech and Hearing Clinic (805 Allen Hall), a facility of the Department of Speech Pathology and Audiology in the College of Human Resources and Education. You may seek help for stuttering problems, voice defects, articulatory errors, foreign dialect, language disorders, etc. In addition, hearing tests, hearing aid evaluations, and aural rehabilitation services are available. Contact the clinic for an appointment.

Counseling Service

293-4431

The Student Counseling Service provides the University community with a comprehensive program of services and activities for self assessment, exploration, and development on a confidential and voluntary basis. This includes educational, vocational, and personal adjustment counseling, marital and couples counseling, psychological testing, consulting, group experiences, stress management training, and seminars on how to enhance and maximize the college experience. The Student Counseling Service offers you an opportunity to "take a course in yourself."

Full fee-paying students are eligible to use this service without additional cost. Part-time students, faculty, and staff can utilize the service on a modest fee basis. The service is on the third floor of the Student Services Center. Hours



Evansdale Library, located near the Engineering Sciences and Agricultural Sciences buildings, is the newest addition to the University's library system.

are from 8:30 a.m. to 5:00 p.m. (or by special arrangement), Monday through Friday.

Career Services Center

293-2221

The Career Services Center in Mountainlair serves not only students who are graduating, but also underclass students in career planning and in locating summer and permanent employment. By providing information about the changing employment market for college graduates and by helping to relate interests and abilities to job possibilities, Career Services Center personnel can aid in making a realistic career choice. Resource material on employers, graduate schools, volunteer experiences, and careers is available for your use. Summer job information also can be obtained in the Career Services Center. (See *Job Opportunities* for information concerning the Summer and Part-Time Job Service sponsored by the Career Services Center.)

Placement Activities

Career Services Center personnel can counsel you on techniques of job applications and interviews; aid in locating job sources, both usual and unusual; and provide registered students' credentials to potential employers. Seminars to fit students' needs in relationship to career decision making and looking for jobs are held periodically by Career Services Center staff. At scheduled times throughout the year, representatives of business, industry, and government visit WVU to recruit new employees. The Career Services Center handles their visits and makes appointments for interested students.

Other Services and Facilities

Library

293-2440

The University's library system is notable in several fields. The collections in botany, chemistry, engineering, sociology, the Appalachian region, West Virginia history, and Africana are very strong. The Rare Book Room contains limited editions, including four Shakespeare Folios, and first editions of many works of Dickens, Scott, and Clemens.

The libraries are located throughout the campuses and the hours are posted. The Main Library is the largest and offers a variety of services. The West Virginia Collection and the Audiovisual Library are located in Colson Hall.

Branch libraries include the Evansdale Library, Law Library (Law Center); Mathematics Library (Eiesland Hall); Medical Center Library (Basic Sciences Building); Physical Sciences Library (Chemistry Research Laboratory); and Music Library (Creative Arts Center.)

Book Stores

293-2711

The University Book Stores have locations on all campuses:

Downtown-Mountainlair—open 8:30 a.m.-4:45 p.m., Monday-Friday.

Evansdale-Towers Residence Halls—open 8:30 a.m.-8:30 p.m., Monday-Friday; 9:00 a.m.-12 noon, Saturday.

Medical Center—open 8:30 a.m.-4:30 p.m., Monday-Friday.

Law Center—open 9:00 a.m.-2:00 p.m., Monday-Friday.

Potomac State College—open 8:30 a.m.-4:30 p.m., Monday-Friday.

Charleston Medical Center—open 8:30 a.m.-4:30 p.m., Monday-Friday.

All stores are open extra hours during the registration period.

The Book Stores sell general books, textbooks, books by West Virginians and about West Virginia, paperbacks, school and office supplies, professional books, laboratory supplies, photographic supplies, gift items, greeting cards, imprinted gift items, and wearing apparel, as well as gift certificates.

All textbooks are sold to students and staff at a discount of 5 percent off publishers' list prices. Students are invited to visit the Book Stores Director's Office with questions and suggestions concerning their operations.

The Book Stores also provide check cashing (see below), film processing, special orders, mail order service, and rentals. As an additional service to students, the Book Stores purchase used textbooks. Prices paid are determined solely by current use of the national market value established by price guides issued by wholesale used college textbook dealers.

The University Book Stores are completely self-supporting. State law specifies that the Book Stores can obtain no financial support from any other sources. All monies earned must be used to finance their operations.

Check Cashing

293-5060

The WVU Book Stores operate check-cashing services at the Mountainlair at all branches of the University Book Stores, and the Downtown Campus store.

when the Mountainlair is closed. Personal checks must be made payable to West Virginia University Book Stores.

Checks up to \$25.00 will be cashed for students—and members of the faculty and staff—with proper identification. There is a 30 cents per check service charge for each check cashed.

Individuals whose checks are returned by the bank for insufficient funds will be assessed a \$5.00 service charge, if paid within five days. After five days, the service charge will be \$10.00. Any student who fails to reimburse the University Book Stores for a bad check will be reported to the Dean of Admissions and Records. The student's grades will be frozen and the student will not be permitted to enroll again at WVU until the indebtedness is paid in full.

Check-cashing hours at the Mountainlair are from 9:00 a.m. until 3:30 p.m.; at the Medical Center from 9:00 a.m. until 4:00 p.m.; and Evansdale from 1:00 p.m. to 8:00 p.m., Monday through Friday.

Academic Advising Center

293-5805

The Academic Advising Center is a centralized academic advisory system for all lower-division students in the College of Arts and Sciences and those students in pre-professional programs leading to degrees in business and economics, education, journalism, medical technology, mining and petroleum engineering, nursing, pharmacy, and physical therapy. Students who have not yet determined a major are also advised here.

The Academic Advising Center is in the Student Services Center near Mountainlair on College Avenue. Hours are 8:30 a.m.-12:00 noon and 1:00 p.m.-5:00 p.m., Monday through Friday.

Students' records and advisers are in a central location and the Advising Center staff—including faculty members and graduate and upperclass students—is available to advise and help students. Individual advising, group advising, orientation to study techniques, career opportunities, and adjustment to University life are provided. Students learn about the University and its many services and facilities to help them make the most of the opportunities of their academic life.

Questions from students or their parents about academic matters in the College of Arts and Sciences should be directed to the Associate Dean, Academic Advising Center.

Writing Laboratory

293-4460

If you want to improve your ability to write clear and readable prose, the Department of English offers individualized instruction at its Writing Laboratory in Stansbury Hall. Open Monday through Friday, the laboratory serves those students who are weak in writing and those who are strong but want to become stronger.

The laboratory is staffed by Department of English faculty, peer-tutors, retired-teacher volunteers, and others; they work with students in English 1 and 2, with upperclass students, and with graduate students. In short, anyone who needs help with a writing problem, whether it be punctuation in a theme or organization in a geology paper, can find that help in the writing laboratory.

Reading Laboratory

293-4997

The University Reading Laboratory offers free training in reading and study skills to University students. Located in 139 Stansbury Hall, the laboratory is open 9:00 a.m.-noon, and 1:00-4:00 p.m., Monday-Friday. Both small-group and individual instruction are available, depending on student needs and schedules. The Reading Laboratory serves students who want basic help in reading, as well as those who have developed good basic skills but who wish to increase their reading rate or improve their study efficiency. Students are welcome to talk over a specific reading or study problem.

A library of handbooks and rhetorics is available for browsing and self-help.

Mathematics Study Center

293-2014

The Department of Mathematics offers assistance to students in beginning mathematics courses through its Study Center located in B-20 Eiesland Hall.

The staff, which consists of graduate students and faculty in the Department of Mathematics, works primarily with students enrolled in Math. 2, 3, 4, 14, and 28 who need additional help.

The Study Center is open Monday through Friday during the day. The specific times are posted at the beginning of each semester.

A Tape Center, with instructional tapes for lower-division mathematics courses and Statistics 101, is next to the Study Center in B-22.

Copy Centers

The WVU Office of Publications furnishes copy service for University work to students, faculty, and staff through copy centers located in the Communications Building on Patteson Drive (293-6366); 2024 Basic Sciences Building in the Medical Center (293-5069); 407 Allen Hall (293-3467); and SB-24 Knapp Hall (293-2040).

Clear, typewritten, or legible copy on white paper is necessary to achieve good reproduction. The copy centers are capable of reproducing master's theses and doctoral dissertations according to WVU Graduate School standards.

Identification Card

293-4397

Every full-time student receives an identification card (ID) entitling admission to certain WVU athletic events, student administration activities and services, and use of the Health Service, Counseling Service, and Mountainlair. ID cards are confiscated, if misused.

Carry your ID card at all times. It will be required for admission to events and facilities.

Part-time students may wish to pay the optional student fees at the time of registration which entitles them to all services and activities provided full-time students.

A part-time student ID is available to those students who are not full-time and do not opt to purchase the full-time ID. This card is for identification purposes

only and can be used for check cashing, admittance to the library, admittance to recreational facilities, and voting in student elections.

If your ID card is lost or stolen, a duplicate card may be obtained from the student ID office in the Mountainlair. Replacement of Residence Halls Validine ID cards is arranged through the Validine Office in Towers Residence Hall. A fee will be assessed for the new picture. The duplicate ID card is not valid for any University service or activity for which there is a charge.

Spouse Activities Card

293-4406

Student spouses may obtain a special Spouse Activities Card at the Student Affairs Programming Office in 307 Moore Hall. The card entitles spouses to the same admission privileges as full-time students to Student Affairs-sponsored, controlled-admission functions such as films, classic and pop concerts, mini events and speakers programs.

The cost of the Spouse Activities Card per semester is \$15.75, including sales tax. The student and spouse must appear together and present adequate information to verify identification and marital status. *Note:* This card may not be used for athletic events, check cashing, or other student services.

Spouse Identification Card

293-5221

A Spouse Identification Card, which enables a student's husband or wife to use University facilities when scheduled for informal recreation, may be obtained at the Recreation-Intramural Sports Office in 44 Stansbury Hall. You must apply in person and present your spouse's WVU Student Identification Card (ID) as proof of University affiliation. If the student desires to obtain an ID card for a spouse, he/she must present his/her University ID card, and spouse identification (driver's license, marriage license, etc.).

Intercollegiate Athletics

293-5621

West Virginia University has a comprehensive intercollegiate athletic program consisting of teams in football, cross country, basketball, wrestling, baseball, swimming, track, tennis, rifle, and soccer, as well as a women's program including teams in tennis, gymnastics, volleyball, swimming, track, and basketball. Major athletic facilities include: 50,000-seat Mountaineer Field, Shell Building, WVU Coliseum, Natatorium, a soccer field, baseball field, all-weather olympic track, and tennis courts. All intercollegiate athletic activities are administered under the President of WVU, the Director of Athletics, and the Athletic Council which is composed of five faculty, two alumni, and two students elected annually by the student body.

West Virginia University is a member of the National Collegiate Athletic Association, the Eastern Athletic Association, the Midwest Association of Intercollegiate Athletics for Women, and the Association for Intercollegiate Athletics for Women.

The Eastern Athletic Association began operation in 1976-77.

Members are: *West Division*—WVU, Duquesne, St. Bonaventure, George Washington, and Penn State; *East Division*—Rhode Island, Massachusetts, Rutgers, Temple, and St. Joseph's.

The overall policy of WVU regarding the eligibility of students to participate in intercollegiate sports is as follows (individual schools or colleges within WVU may make more stringent rules):

1. A student who is registered for at least 12 semester hours of credit per semester is considered to be a full-time student.

2. Each school or college will evaluate "satisfactory progress toward a degree." Each school or college will designate a single individual who will speak for that unit on this matter.

3. A student with an overall grade-point average of 2.0 or higher is considered to be in good standing. However, probationary students with less than a 2.0 grade-point average are eligible to participate in student activities such as athletics, student organizations, performing groups, etc., provided they meet the following requirements: (a.) At the end of the first year, he/she must have at least a 1.6 grade-point average; (b.) At the end of the second year, he/she must have at least a 1.7 grade-point average; (c.) At the end of the third and fourth year, he/she must have at least a 1.9 grade-point average; and (d.) At graduation he/she must have at least a 2.0 grade-point average.

Postal Service

293-4050

The central campus Post Office in Towers Residence Halls provides limited postal services. WVU has a self-contained campus mail system to facilitate interdepartmental and intercampus communication. **You may use campus mail service (without postage) to all University departments, and Towers, Boreman, Arnold, Dadisman, and Stalnaker halls only, but be sure to drop envelopes in campus mail boxes only.** If you are in doubt about how to use the campus mail system, ask any University secretary.

Mail coming into the residence halls is sent directly to your centrally located mail box.

To help insure prompt delivery of incoming mail, please inform your correspondents to put your full name and complete address on envelopes. *For example:* Mary Jane Doe, The Towers, Room 333, West Virginia University, Morgantown, WV 26506. Unless complete information is included on the envelopes, letters either may be delayed several days or returned to senders for more complete addresses.

Books of stamps, envelopes, postcards, and aerogrammes may be purchased at the Towers Post Office.

West Virginia University's ZIP is 26506; the ZIP for Morgantown proper is 26505.

Self-Service Postal Facility

The U.S. Postal Service operates a self-service facility on Prospect Street on the Downtown Campus near Mountainlair and Clark Hall of Chemistry

The 24-hour service permits you to purchase books of stamps, post cards, envelopes, combinations of single stamps, and to insure packages up to valuations of \$15.00. The facility has a change-maker, a domestic rate chart and a direct telephone to the federal post office to obtain postal information

Out-going mail is picked up daily at the facility

Publications

The *Daily Athenaeum* and *Monticola* are produced entirely by students under supervision of the WVU student-faculty Committee on Student Publications.

Daily Athenaeum

293-5092

The *Daily Athenaeum* (Ath-u-nee-um) is the student newspaper. You pay a fee at registration which entitles you to receive the paper for the semester. The *Daily Athenaeum* office is at 284 Prospect Street. The Advertising Office can be reached by calling 293-4141.

Monticola

293-3824

The *Monticola* (Mon-TICK-oh-lah) is WVU's official yearbook, available for a nominal price. To facilitate full-year coverage, it is printed during the summer and mailed to your home about August 1. The *Monticola* business office is at 284 Prospect Street.

Monticola means "dweller in the mountains."

Eiderdown

293-3107

Eiderdown is a literary magazine distributed once each fall as a supplement to the *Daily Athenaeum*. Any member of the University community is welcome to submit poetry, prose, or artwork to be considered for publication. The responsibility and support for *Eiderdown* is shared by the Department of English and the *Daily Athenaeum*. Anyone desiring more information should contact Carolyn Hampson, Department of English, 337 Stansbury Hall.

Telephone System

293-3531

West Virginia University has a direct-dial telephone system and every University-owned residence hall room has a telephone. The telephone in your room is there for your convenience. Since it is an official WVU extension, long-distance calls *cannot* be charged against it. The C&P Telephone Operator must be advised that charges on all incoming collect calls, or any originating long-distance calls on your telephone, must be billed to your *personal* Special Billing Number. If you don't already have a Special Billing Number, call C&P Telephone Company at 291-7500 and they will provide one for you.

The *West Virginia University Directory*, published annually, lists students, faculty, and staff. The *Directory* is available for purchase at the WVU Book Stores.

If your telephone number changes, please notify the University Operator (293-4343) immediately so that she may update her file for future use in giving your number to callers. You should also go to the Office of Admissions and Records and fill out a form that will change your number in the computer file from which the student information is taken for the next *WVU Directory*.

WWVU-FM

WWVU-FM is the student-operated, non-commercial radio station at WVU. Operating at 91.7 MHz, WWVU-FM offers a wide variety of music, news, and public-affairs programming to the University community and the Morgantown area. Studios and offices are located in Mountainlair.

Security

293-3136

The WVU Security Office in the Coliseum provides 24-hour, seven-day-a-week service that includes both security protection and trained police personnel.

Professional training is required of all University security officers. They receive basic training and continued in-service training designed to further develop professional skills. Certain officers attend advanced and specialized training courses at formal law-enforcement schools.

West Virginia University security officers are duly commissioned peace officers. Their appointment is authorized by the West Virginia Board of Regents under law enacted by the West Virginia Legislature. WVU security officers have full police authority upon any premises owned or leased by the state of West Virginia and under the jurisdiction of the Board of Regents.

Under their oath of office, each security officer has the duty to arrest, *without warrant*, any person who, in the officer's presence, is committing a breach of peace, a misdemeanor, or a felony. The security officer has the duty to seek a warrant for the arrest of any person for whom the officer has adequate information of commission of any crime.

West Virginia University security officers have authority to assist local police officers on public highways in traffic control *when such traffic is generated as the result of special activities sponsored by WVU*.

When a violation of a University regulation governing students or faculty or staff members is committed in the presence of a WVU security officer, the officer will ascertain the name of the offender, if a member of the faculty or staff, or the officer will take up the ID card of the violator, if the offender is a student. The student's ID card is delivered to the Office of Student Life with a description of the violation. The officer involved will testify, if called in subsequent hearings. The name of the faculty and staff member is reported to the President, with a description of the violation.

When help is requested from WVU Security, the person asking for help surrenders initiative to the officer when the officer arrives. Interference with a WVU security officer involved in the discharge of the officer's duties is in itself a crime, and renders the person interfering subject to arrest and prosecution.

Members of the University community are vulnerable to the same crime problems encountered by residents of any metropolitan area. The primary purpose of WVU Security is to protect the community from criminal activity. Patrolling the campus and surrounding area by WVU Security is a major factor in keeping crime to a minimum; however, crime exists and the Morgantown community is being victimized by criminal acts.

How You Can Help

You, as a law-abiding member of the University community, can help reduce crime by supporting the WVU Security Office in its effort to apprehend criminals and utilize preventive measures to reduce criminal acts.

Report immediately any crime, suspected crime, evidence of break-in, and suspicious persons. **Telephone 293-3136 any time, day or night.**

Emergency telephones, linked directly to the Security Office, are located at the north end of Brooks Hall; at the east end of Physical Plant Headquarters across from the Towers Residence Halls; and on the Medical Center parking lot on Van Voorhis Road.

In reporting, remember identifying information and descriptions, such as:

Persons: Name (if known); sex, color, age, height, weight, clothing; and method and direction of escape.

Automobiles: License number; make and model; color; outstanding characteristics—rust spots, dents, etc.

Weapons: Guns, pistol, revolver (blue steel or chrome); and clubbing instruments, etc.

Property: Serial numbers of stolen property and a complete description.

Precautions You Should Take

If you must remain in a campus building after closing time make an effort to do so in the company of at least one other student (or University employee).

The campus is well lighted but it is wise to use the “buddy system” when walking to your car or traveling to other points. Refrain from using short cuts; stay on well-traveled walkways, pathways, etc.

Additional precautions you should take: walk with a purposeful attitude; do not hitchhike or pick up riders.

If you think you are being followed:

- (1) Go to a well-lighted, well-populated area;
- (2) Cross the street and change your pace;
- (3) Call the police immediately.

Park your vehicle in lighted parking lots; avoid parking near shrubbery, trees, etc., which could conceal a potential attacker.

Personal property, purses, brief cases, etc., should never be left unattended. Take these items with you if you are leaving a classroom or library study area for any length of time.

Try not to carry large amounts of money on your person; do not display large amounts of money.

Make a record of serial numbers of personal property in your room. (A record of your personal credit cards should be maintained.)

Keep your auto locked. Never leave the keys in the ignition; avoid leaving personal items where they are visible on car seats—store them in the trunk instead.

Give your car the quick “once-over” before entering—with a critical eye for possible break-ins or intruders in the rear seat or floor area.

Have the key ready when getting into your car or your house. For more in-depth information on crime prevention and safety, call the University Security Office (293-3136).



Study Abroad Program

293-2100

Students who would like to study abroad are encouraged to consult the Coordinator, Study Abroad Program, 307-A Woodburn Hall. The office maintains a large file of brochures and other informative publications on study abroad opportunities. The staff will be happy to provide as much information as possible to interested students and to counsel them in organizing their foreign study plans.

Women's Studies Program

293-2339

The WVU Women's Studies Program is administered within the College of Arts and Sciences and serves women and men throughout the University community.

The program identifies courses which are concerned with the achievements and experiences of women and the relationships between men and women in our changing economic, political, and social worlds. The program is particularly eager to work with the returning woman student whether she is taking only a few courses or enrolled in a degree program.

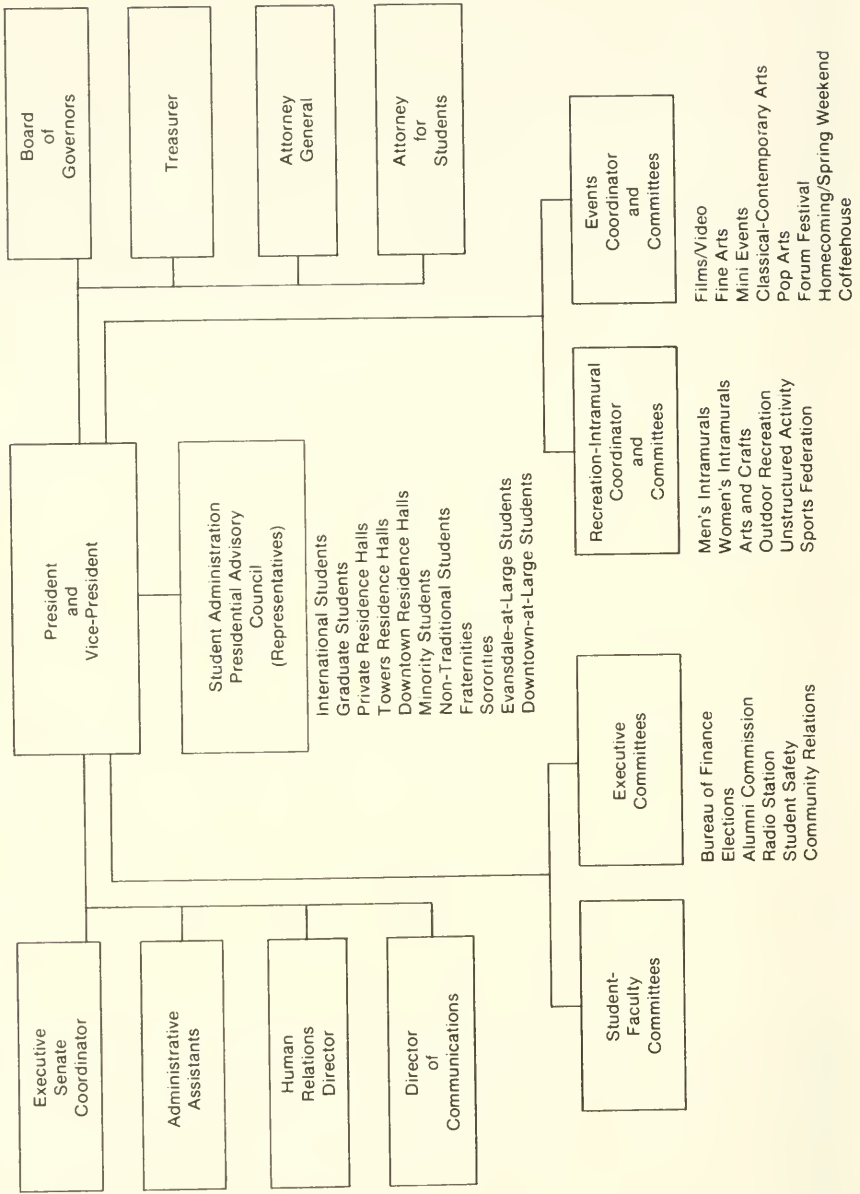
Independent study opportunities, as well as course work are available, and the program sponsors a number of lectures and other activities (such as films) to which all students are invited.

For more information, contact the coordinator, Judith Stitzel, at 293-2339

Policies and Rules—Academic Programs

For information concerning policies and rules governing the academic programs at West Virginia University, students are referred to the current *WVU Undergraduate Catalog*, *WVU Graduate School Catalog*, or *WVU Medical Center Catalog*.

WEST VIRGINIA UNIVERSITY STUDENT ADMINISTRATION



The Constitution of the student body of West Virginia University defines Student Administration as "the supreme voice of the student body." This document outlines the jurisdiction and rights and responsibilities of Student Administration vis-a-vis the student body.

The basic framework of Student Administration is organized into three cohesive units: the Executive Branch, the Legislative Branch known as the Board of Governors (a policy-setting group composed of eleven voting members), and the Judicial Board. Student Administration touches all aspects of student life and, theoretically, voices student opinion to the University administration and the Board of Regents.

Student Administration sponsors a wide variety of activities, passes legislation pertinent to the interests of the student body, and appoints student committees—thereby providing something of interest to everybody in the University community.

Executive Branch

The Executive Branch is composed of the President and Vice-President of the student body, Treasurer, Attorney General, the Program Advisory Board Coordinator, the Executive Senate Coordinator and the Human Relations Director.

Kim Ferris is President of the student body and heads the Executive Branch. Kim, from Glenshaw, Pa., is majoring in public relations. Her official functions include appointing student committees, administering enactments of the Board of Governors, and representing the interests of the student body in dealing with the faculty, University administration, and various governmental agencies.

In addition, Kim is a member of the Governor's Advisory Board, whose members are from all other colleges and universities in West Virginia. The board advises Gov. Jay Rockefeller concerning issues facing higher education institutions.

Aiding Kim in her duties are her executive staff members, including: Mark Gaydos, Susie Shaffer, and Lorraine Eckard, administrative assistants.

Student body Vice-President is Craig Collins, a philosophy and international studies major from Morgantown. His duties include advising the student body president on important matters, sitting as chairperson of the Board of Governors and serving on a number of student, faculty, and University administrative committees.

Aiding Craig in his duties are his administrative assistants, Cindy Weber and Bob Richardson.

Randy Ofensend, the student body Treasurer, is from Broomall, Pa., and is an industrial engineering major. The treasurer is the chairperson of the Bureau of Finance which determines the monetary and fiscal policies of Student Administration. The Bureau formulates the budget and submits it to the Board of Directors for approval.

Charles Chambers is the Attorney General. Charles is a law student from Point Pleasant. The attorney general's duties are to research legal questions and advise the student body President, Vice-President, Treasurer, and Board of Governors on matters of constitutional or statutory nature. Members of the student body can also question Charles on legal matters within the University community.

Board of Governors

The 11-member Board of Governors is chaired by the student body Vice-President, and includes 11 at-large members who are elected annually. The student body Attorney General serves as ex-officio member of the board without vote. The board is the legislative body of Student Administration. Other functions include setting policies, administering services, and approving appointments presented by the student body President.

Board members are: Larry Mazza, Julie Shymansky, Todd Gaziano, Carmine Cann, Don McKee, Catherine Pulling, Tom Hall, Melissa Komives, John Miesner, Ronnie Justice, and Korey Dorsey.

Judicial Board

Judicial Board functions include: ruling on conflicts within Student Administration; serving as the judiciary in student discipline procedures; certifying the validity of the annual Student Administration general election; and, in general, performing all other judicial functions as they become necessary.

Attorney for Students

The WVU Student Administration is one of few in the nation to have a full-time attorney who offers free legal advice and help to the students. Most of the attorney's time is devoted to advising and counseling students concerning various legal problems they encounter while at WVU. Landlord-tenant matters, consumer issues, civil rights, and traffic court procedures are frequently handled problems.

The attorney's office is in the Student Organization Wing of Mountainlair.

Committees

Campus social, recreational, intramural, and cultural activities are planned and coordinated by Student Administration with the assistance of the Student Affairs programming staff. Committees are selected from students who apply to the Student Administration Office in the Mountainlair.

Freshmen may apply for membership on committees when they arrive on campus in the fall. Interested students may receive information at the Information Desk in the Student Organization Wing of Mountainlair.

Events Division (Programming)

Many events require tickets for admission. A ticket box office is maintained by Student Affairs in Mountainlair, 9:00 a.m. to 12:00 noon, and 1:00 to 4:30

p.m., Monday through Friday. Ticket information may be obtained by calling 293-3919 or 293-4406.

Student ID cards are necessary to obtain student tickets and they must be presented with the ticket at the event.

Classical-Contemporary Arts—This committee's objective is to select, present, and promote programs in the area of dance, theatre, and music. By selecting quality, classical acts, the committee also sponsors workshops, master classes, and lecture demonstrations in conjunction with these professional, cultural programs.

Coffeehouse Committee—Coffeehouse affords students the opportunity to select various types of musical companies and individuals, as well as magical and comedy acts to perform. The staging of these acts is not limited to, but has traditionally been in the Blue Tic Tavern.

Films/Video—This committee provides students with film programming in the Mountainlair Little Theatre and various residence halls. The committee selects the movies presented (popular, current films are usually shown on Wednesdays and Sundays, and classic or foreign films on Fridays and Saturdays), and special emphasis is placed on cooperation with other programming committees to complement other events. The Films/Video Committee provides students with daily video entertainment in Mountainlair's Vandalia Lounge. The tapes shown are in the areas of musical concerts, silent films, cartoons, comedians, and self-productions. Tapes promote other programming events.

Fine Arts—This committee selects and presents art exhibits in the Mountainlair Art Gallery, sponsors artists in residence, demonstration workshops, and plans trips to museums and galleries. The objective of the committee is to provide opportunity for aesthetic enjoyment and to increase the awareness of various art forms. Student, faculty, and community artists, as well as nationally and internationally known artists, have had open exhibits. The committee sponsors approximately 20 showings each academic year, and is responsible for hanging, promoting, and coordinating opening receptions.

Forum Festival—Forum Festival attempts to provide students with an open forum of speakers concentrating on current, relevant issues to supplement the academic objectives of the University. The members of this group personally meet and host all speakers during their stay on campus. They are also responsible for coordinating all arrangements for press conferences, receptions, and publicity.

Homecoming—This committee sponsors the traditional events which surround WVU's annual Homecoming week. Members oversee the election of the queen and court, downtown parade, eating contests, those, building floats, publicity, planning half-time activities, selection of outstanding alumni, and the reception for alumni and dignitaries. Cooperation from other programming committees aids in coordinating entertainment during the week, such as concerts, films, coffeehouse performances, and alumni art exhibits. Emphasis is placed on insuring that events for the week meet the needs of as many groups as possible (i.e., fraternities/sororities, independents, minority groups, dormitory students, and returning alumni). This committee is part of a campus-wide effort to promote Homecoming as a major University event

Mini Events—The objective of this committee is to select and promote performance arrangements for special performances such as small concerts, hypnotists, magicians, novelty acts—basically any type of entertainment not covered by another programming committee. The committee schedules performers who are up and coming professional entertainers.

Pop Arts—This committee works as a unit to provide popular forms of musical entertainment for the campus. The group selects a variety (i.e., rock, jazz, bluegrass, country rock, fusion, soul, progressive, folk) of well-known bands based on results of campus-wide polls. There are no restrictions as to number or location of these concerts, but a minimum guideline of \$5,000 per act. Besides the selection of concerts, the committee coordinates hospitality and backstage security aspects of a performance. Committee members are responsible for attending all meetings, working ticket validations, aid in promoting the performing bands, and assisting in the physical arrangements of the concert.

Recreation and Intramural—This committee plans and promotes programs in men's, women's, and corecreational sports. They schedule unstructured activity in the Coliseum, Natatorium, Stansbury Hall, Shell Building, and on playing fields.

Executive Division

Community Relations—This committee is designed to involve Student Administration and the student body with University and community fundraising and service activities such as blood drives and the Muscular Dystrophy Dance Marathon.

Elections—This committee administers all elections and special-issue voting, with particular attention given to the annual spring Student Body elections.

Bureau of Finance—This committee is headed by the Treasurer and plans the budget for the coming year. All allocations of money must be approved by this committee.

Student Safety Committee—This committee deals with unsafe conditions affecting students in three main areas: housing, University related, and non-University related. Committee members refer students to proper authorities, research unsafe conditions, and prepare reports recommending solutions to safety hazards and related problems.

Alumni Park Commission—A commission has been established to continue research and development of the proposed projects in the loop area of old Mountaineer Field. Proposed is a park on the Downtown Campus which would provide a recreational area while commemorating the WVU alumni.

Student Administration Presidential Advisory Council—To encourage input from a wide range of campus groups, this Council has chosen representatives from designated campus groups, and their input is taken into consideration of SA-sponsored proposals. The Council will provide Student Administration a broader student representation.

Evansdale Office—To combat any communication problems between the Downtown and Evansdale campuses, a Student Administration office in the

Towers Residence Hall has been established. An SA Evansdale representative serves as a liaison between campuses to insure that Evansdale is not overlooked.

Communications—The Department of Communications is responsible for the publicity of special Student Administration events and projects. Awareness of all student organizations' projects is made possible through *SA Focus*, a newsletter produced by the Department of Communications.

Information Concerning Student Administration

Information concerning any aspect of student administration may be obtained at the Information Desk in the Student Organization Wing of Mountainlair.

University-Wide Committees With Student Representation

Student Health Services Advisory Committee

Student ID Cards Committee

Student Organizations Committee

Student Publications Committee

Student Records Committee

Council on Admissions

Athletic Council

Mountainlair Advisory Council

Council on Off-Campus Education

Council on Planning

Council for Women's Concerns

Senate Committee on Committees

Senate Core Curriculum Committee

Senate Committee on Curriculum

Senate Faculty Welfare Committee

Senate Student Discipline Committee

Senate Committee on Research, Research Grants, and Publications

Senate Committee on Student Instruction

Senate Teacher Evaluation Committee

Affirmative Action Committee

Honorary Degree Committee

Committee to Recommend Names for Campus Facilities

Student Organizations

Student organizations constitute the heart of out-of-the-classroom learning and recognition at WVU. Many of the most important benefits to you and your University develop when you meet with other students of similar interests and work together for a common goal.

Organizations at WVU are so plentiful and so diverse that students should be able to find at least one group whose activities interest them. Everything—from class honoraries, which recognize campus-wide scholastic achievement; to professional groups, which stimulate interest in major fields of study; to interest groups and religious groups and on to hobby or special interest groups—all these exist at WVU for the students.

Requirements and General Information For Recognized Student Organizations

- I. Steps necessary in requesting recognition of a student organization:
 1. The proposed organization obtains an application for recognition from the Student Organization Services office in Mountainlair. This application requires that the organization have:
 - a. A constitution justifying the existence of the organization.
 - b. A voting membership consisting only of WVU students.
 - c. Duly elected officers. To hold an elective or appointive office in a recognized student organization, you must be a full-time WVU student. If this is not your first semester at the University, you must have a C average at the time of election or appointment. Furthermore, you may not be on academic or disciplinary probation.
 - d. An adviser who is a full-time faculty or staff member.
 - e. A copy of the national or state constitution or bylaws, if the organization is going to affiliate with a national or state organization.
 - f. A minimum of ten members.
 2. The application must be completed and returned to Student Organization Services in Mountainlair. Until the organization is recognized, the only privilege it will have is use of University facilities in order to complete organizational functions.
 3. After the petition and constitution have been submitted, each organization is eligible to reserve a Mountainlair meeting room not more than two times for the purpose of completing organizational functions. Should additional meetings be required, special approval must be obtained from the Student Organization Office.
 4. The application will be considered by the student-faculty Student Organizations Committee, which makes recommendations to the Director of Student Activities. WVU will withdraw recognition from student organizations whose official governing document denies membership on the basis of race, color, age, sex, handicap, religion, or national origin, as identified and defined by law.

- II. Ordinarily a student organization solicits a membership fee (dues) to meet its expenses. If unforeseeable expenses arise, organizations may request additional support from the Student Bureau of Finance which maintains a limited budget to help meet such expenses. To request financial assistance from the bureau, contact the Student Body Treasurer who will arrange to have a member of your organization appear before the bureau to submit the request.
- III. West Virginia University assumes no legal or financial responsibility for any organization. All organizations are required to comply with all applicable WVU or Board of Regents policies, as well as local, state, and federal laws.
- IV. An activity which duplicates one previously covered by an organization should not be instituted.
- V. Organizations are required to make a yearly report to the Student Organization Office. Report forms will be sent to each organization.
- VI. Any revision of or amendments to the constitution of the organization must be approved by the Student Organization Committee and the Director of Student Activities.
- VII. Role of the adviser in student organizations:
 - 1. Each student organization should maintain consultation with its adviser on matters of program subjects, policies, and finances.
 - 2. Advisers are required to approve the request of each organization for space needs on University property.
 - 3. Advisers are required to approve requests for permission to solicit funds on University property and requests going to the Bureau of Finance for money grants.
 - 4. Advisers must be contacted concerning all extramural correspondence related to the organization.
 - 5. Advisers are encouraged to keep informed of all organization projects, activities, and meetings.
 - 6. Organizations are required to have the advisers sign the yearly report to the Student Organization Office.
 - 7. Notification of any change of advisers must be made in writing to the Student Organization Office.

VIII. Reservations for meeting rooms and equipment:

Reservations for space in Mountainlair must be made in person at the Reservations Office, second floor, Monday through Friday, between 9:00 a.m. and 4:00 p.m. A reservation form must be filled out in complete detail. Mountainlair should not be expected to provide items and services that are not included and described on the form. A complete and accurate form is necessary to insure proper room arrangement, custodial service, food service, and audiovisual support.

If banquet services are requested, Mountainlair Food Service must be given a minimum of two-weeks' advance notice.

Reservations are accepted from recognized student organizations and university departments and administrative divisions. Events held in Mountainlair must conform to the stated purposes and objectives of the organizations. Groups funded by the University will provide University fund and account numbers before reservations are accepted. University

recognized student organizations will make reservations through their officers. Reservations which involve receipt of funds will require a Concession Permit issued by the Student Programs Office, 307 Moore Hall. An audit will be required for each organization engaging in solicitation activities.

No facility usage fee is levied against recognized organizations. However, if technician or other similar special services are required, Mountainlair will levy a charge appropriate for the service requested.

IX. Classroom space for meetings:

Contact the Office of Facilities Analysis and Utilization (Olgebay Hall Annex, 293-2639) for use of classroom space for meetings or activities.

- X. Failure to comply with University policies, procedures, and regulations may result in loss of recognition and appropriate disciplinary action.

WVU Calendars of Events

Information regarding activities held at WVU can be obtained from or listed in the following publications: (1) the *Weekly Calendar of Events* published by the WVU News Service (293-6366); (2) the *Monthly Calendar* published in the *Daily Athenaeum* by Student Affairs (293-4406); or (3) the semester *WVU Foundation Calendar* (296-8251).

Ticket Information

Three box offices are maintained on campus.

Student Affairs has a ticket office in the Mountainlair. Information and tickets for all Student Administration programming events may be obtained by calling 293-3919.

The College of Creative Arts box office handles tickets and provides information for all events sponsored by the Divisions of Music or Theatre. Hours: 12:00 to 4:00 p.m. (Telephone 293-3020.)

Information for all Student Administration programming events performed at the Coliseum or the Creative Arts Center may be obtained by calling 293-3919.

For information concerning Performing Arts Series events, call 293-2901.

The Department of Athletics operates a ticket office in the Coliseum main hallway (enter the Blue Gate). Tickets or information for all athletic events may be obtained by calling 293-3541.

Student Organization Office

293-4397

The Student Organization Office in the Mountainlair is a resource center for all recognized student organizations and provides a place for students who desire to contact these organizations.

The office provides program assistance to student organizations and support services, and members may consult with the office on special areas of concern to the organization.

A variety of support services are available. The office provides an information service for student organizations and interested students.

Organizational listings that include presidents, advisers, and mailing addresses are available. The office maintains files on all recognized organizations that include copies of their constitutions and other pertinent information. Two display cases in the Mountainlair main concourse are available to advertise events, membership drives, and to promote awareness of the organization. The office will provide a mailbox for use as a central mailing address.

Recognized Student Organizations

Accounting Club, Horace R. Givens, 293-5332
African Students Association, Robert M. Maxon, 293-2421.
Agriculture and Forestry Council, P. Vernon Armbruster, 293-2691.
Agronomy Club, John C. Sencindiver, 293-6256.
Alpha Delta Pi, (Social Sorority), Betty L. Miller, 293-2013.
Alpha Epsilon Delta, (Pre-Medicine Honorary), Ethel C. Montiegel, 293-5201.
Alpha Gamma Rho, (Social Fraternity), James A. Welch, 293-3391.
Alpha Kappa Alpha, (Social Sorority), Geraldine C. Belmear, 293-5611.
Alpha Omega Alpha, (Medical Honorary), Edmund B. Flink, 293-4125.
Alpha Phi, (Social Sorority), Karen Waters, 296-1366.
Alpha Phi Omega, (Service Fraternity), Carl D. Hadsell, 293-2121.
Alpha Pi Mu, (Industrial Engineers), Wafik H. Iskander, 293-4607.
Alpha Tau Alpha, (Professional Agriculture), Warren G. Kelley, 293-3431.
Alpha Xi Delta, (Social Sorority), Mrs. D. Lyn Dotson, 599-8214.
Alpha Zeta, (Agriculture Service Honorary), Franklin E. Boteler, 293-3721.
Amateur Radio Club, Roy S. Nutter, 293-6371.
American Advertising Federation, W. Robert Summers, 293-3505.
American Association on Mental Deficiency, Gabriel A. Nardi, 293-3450.
American Chemical Society—Student Affiliate, Kenneth Showalter, 293-3435.
American Institute of Aeronautics and Astronautics, Richard E. Walters, 293-4111.
American Institute of Chemical Engineers, Eugene V. Cilento, 293-2619.
American Institute of Industrial Engineers, Jack Byrd, Jr., 293-4607.
American Institute of Mining Engineers, W. J. Wang, 293-5695.
American Medical Students Association, David Z. Morgan, 293-2408.
American Pharmaceutical Association—Student, Stephen A. Howard, 293-5101.
American Society of Civil Engineering, Ronald W. Eck, 293-5580.
American Society of Mechanical Engineers, Wallace S. Venable, 293-3111.
American Society of Personnel Administration, Charles E. Hooper, 293-4495.
Animal and Veterinary Science Club, Harold E. Kidder, 293-2406.
Appalachian Mountain Breakdowns, (Square Dance), Sylvester N. Alger, 293-3009.
Arab Students Organization, Zaghlol Elrazaz, 293-6375.
Arg-Saver, (Recycling Group), Gregory A. Elmes, 293-5603.
Arnold Air Society, Harry J. Shunk, 293-5421.
Art Guild—Student, Eve F. Small, 293-2121.
Astronomy Club, John E. Littleton, 293-3498.

Bahai Club, Lawrence Adler, 293-5695.
 Ballet Ensemble, Jamie B. Kindl, 293-4811.
 Baptist Campus Ministry, Robert E. Swartwout, 293-6371.
 Baptist Student Union, Malcolm G. Lane, 293-3607.
 Bar Association—Student, John W. Fisher, II, 293-5306.
 Beta Alpha Psi, (Accounting Honorary), Keith W. Lantz, 293-5332.
 Beta Beta Beta, (Biology Honorary), E. C. Keller, 293-4380.
 Beta Theta Pi, (Social Fraternity), Fred E. Wright, 293-4495.
 Black American Law Student Association, Franklin D. Cleckley, 293-5301.
 Black Student Social Work Organization, Preston Jones, Jr., 293-3501.
 Black Unity Organization, Geraldine C. Belmear, 293-5611; Horace E. Belmear, 293-2121.
 Boreman South Residence Hall Government, Margaret P. Hermeling, 293-5457.
 Campus Crusade for Christ, Andrew H. Hawkins, 293-3560.
 Center for Peace Studies, John Shibley, 293-3905.
 Chess Club, William Squire, 293-4111.
 Chi, (Students for Christ), Jack L. Welch, 293-3107.
 Chi Epsilon, (Civil Engineering), W. Joseph Head, 293-3192.
 Chimes, (Junior Honorary), Betty L. Miller, 293-2013.
 Chinese Student Association, Barbara R. Alvis, 293-3703.
 Chi Omega, (Social Sorority), Mrs. Carol Bowers, 296-6673.
 Chi Phi, (Social Fraternity), Michael Westbrook, 599-4375.
 Christian Science Organization, Lewis C. Bell, 293-5721.
 Christian Student Fellowship, David A. Nash, 293-3841.
 Church of Jesus Christ of Latter Day Saints, Latter Day Saints Student Association, David G. Williams, 291-2614.
 Circle K Club, Robert E. Behling, 293-2661.
 College Republicans, Leonard M. Davis, 293-3905.
 Committee Against Registration and the Draft, John Shibley, 293-3905.
 Communication Undergraduate Association, Alan Sillars, 293-3905.
 Computer Science Club, Wayne A. Muth, 293-3607.
 Concerned Group, Theodore C. Barker, 293-5011.
 Council for Exceptional Children, Dick Sobsey, 293-3450.
 Dadisman Residence Hall Government, Margaret P. Hermeling, 293-4491.
 Dairy Science Club, Roy O. Thomas, 293-2406.
 Delta Delta Delta, (Social Sorority), Mrs. Norma Wyant, 296-7463.
 Delta Gamma, (Social Sorority), Jane Manilla, 292-9512.
 Delta Sigma Delta, (Dentistry), David Puderbaugh, 293-5831.
 Delta Sigma Rho, (Debate), Lawrence D. Dawkins, 293-3641.
 Delta Sigma Theta (Social Sorority), Joy Berkley, 293-4460.
 Delta Tau Delta, (Social Fraternity), James R. McCartney, 293-4731.
 Dental Hygienists Association—Student American, Catherine E. Graves, 293-3417.
 Dietetic and Nutrition Association—Student, Patty J. Brautigam, 293-3402.
 Disciples Student Fellowship, Richard P. Miller, 293-5101.
 Dolphin Club, Marilyn K. Bowers, 293-2292.

El Circulo Espanol, Pablo Gonzalez, 293-5123.
 English Club, Carolyn Hampson, 293-3107.
 Eta Kappa Nu, (Electrical Engineering), Constantine A. Balanis, 293-6375.
 Farmhouse Fraternity, (Social), Harold E. Kidder, 293-2406.
 Farmhouse Society, Harold E. Kidder, 293-2406.
 Fashion Business Association, Janice I. Yeager, 293-3402.
 Federation of Students of German, Steven M. Benjamin, 293-5121.
 Fencing Club, Dana D. Brooks, 293-3560.
 Folk Dance Club, Bruce W. Wilmoth, 293-4551.
 Forest Products Research Society, John R. Hamilton, 293-3825.
 Forestry Club, Norman D. Jackson, 293-2941.
 4-H Club, Pamela L. Beverage, 293-3691.
 French Club, Janice S. Spleth, 293-5121.
 Friends of Old Time Music, Ray R. Hicks, Jr., 293-3411.
 Frisbee Club—Mountain State, Robert A. Taylor, 293-2206.
 Future Farmers of America—Mountaineer Collegiate, O. Claude McGhee, 293-3431.
 Future Social Workers of Appalachia, Sung Lai Boo, 293-3503.
 Gamma Phi Beta, (Social Sorority), Jean A. Butt, 296-5124.
 Gay Peoples Union, John Isaacson, 293-3501.
 Geography Club, Graham D. Rowles, 293-5603.
 Go Club, Theodore M. Drange, 293-3641.
 Golden Key Honor Society, William E. Collins, 293-4611.
 Graduate Student Association of Plant Pathology & Agricultural Microbiology, Joseph B. Morton, 293-3911.
 Graduate Student Social Work, Roger A. Lohmann, 293-3501.
 Grotto—Student, Henry W. Rauch, 293-5603.
 Helvetia, (Sophomore Honorary), Betty S. Hall, 293-3905.
 Hillel Foundation, Rabbi Paul Liner, 296-2660.
 Horticulture Club, Bradford Bearce, 293-6023.
 Ice Hockey Club, William L. Alsop, 293-3295.
 India Association, Donald L. Gochenour, 293-4607.
 Industrial Relations Honor Society, Robert L. Decker, 293-4495.
 Institute of Electrical and Electronics Engineers, Wils L. Cooley, 293-6375.
 Interfraternity Council, Carl D. Hadsell, 293-2121.
 Interior Design Association, William H. Hagerty, 293-3402.
 International Association of Business Communicators, Patricia A. Findley, 293-3505.
 International Meditation Society—Students, Sheldon R. Baker, 293-3879.
 International Students Association, Barbara R. Alvis, 293-3703.
 Inter-Varsity Christian Fellowship, Denis W. H. MacDowell, 293-3068.
 Iranian Students' Cultural Association of WVU, Hamid Assar, 293-5721.
 Japanese Club, Jack L. Hammersmith, 293-3750.
 Kappa Alpha, (Social Fraternity), Steve LaCagnin, 599-8183.
 Kappa Alpha Psi, (Social Fraternity), Charles C. Blue, 293-3405.
 Kappa Delta, (Social Sorority), Denise Powley, 296-3506.

Kappa Delta Pi, (Education), Martin Saltz, 293-4769.
 Kappa Delta Rho, John B. Flynn, 293-3107.
 Kappa Kappa Gamma, (Social Sorority), Mrs. Joanne Richardson, 599-0106.
 Kappa Kappa Psi, (Band Honorary), Don G. Wilcox, 293-5330.
 Kappa Psi, (Pharmacy Honorary), Woodrow J. Proveaux, 293-5101.
 Kappa Sigma, (Social Fraternity), Jack Spencer, 292-1202.
 Kappa Tau Alpha, (Journalism Honorary), Guy H. Stewart, 293-3505.
 Karate Club, James E. Capage, 293-2001.
 Lacrosse Club, James L. Frost, 293-5569.
 Lambda Alpha, (Anthropology), William I. Torry, 293-5801.
 Lambda Kappa Sigma, (Pharmacy), M. Irma Anido, 293-3209.
 Latin America Solidarity Project, Joseph J. Simoni, 293-5801.
 Law Society—International, James J. Friedburg, 293-5306.
 Lawyers—West Virginia Student, Vincent P. Cardi, 293-5301.
 Libertarian Society—Students, William D. Barns, 293-2421.
 Li-toon-awa, (Sophomore Honorary), Margaret B. Racin, 293-3107.
 Lugar Moot Trial Association, Richard Poling, 292-9429.
 Malaysian Students, Liliana Montano, 293-2121.
 Marketing Association, David W. Galscoff, 293-4496.
 Mineral Economists—Graduate Association, Walter C. Labys, 293-5695.
 Mineral Processing Engineering Students, Felicia F. Peng, 293-5695.
 Monongamoot, (Science Fiction Society), Martin Saltz, 293-4769.
 Monticola, Brentz F. Thompson, 293-3824.
 Moot Court Board—WVU College of Law, Laura F. Rothstein, 293-5301.
 Mortar Board, (Senior Honorary), Martha C. Howard, 293-4611.
 Mountaineer Duplicate Bridge Club, William A. Welton, 293-4124.
 Mountain Jazz Theatre, Margaret T. Devaney, 293-2080.
 Mu Phi Epsilon, (Music), Dawn S. Baker, 293-4617.
 Music Educator's National Conference, Reginald W. Goeke, 293-4617.
 Music Teachers National Conference, Margaret Lorince, 293-4842.
 Mu Sigma Rho, Gerald R. Hobbs, Jr., 293-3607.
 Muslim Students Association, M. Zafer Nomani, 293-3402.
 Mu Tau, (Medical Technology), Linda G. Anderson, Betholene F. Love, 293-2069.
 National Education Association—Student, Barbara T. Bontempo, 293-3441.
 National Management Association, Philip W. Mahin, 293-4497.
 Navigators, William A. Sack, 293-3580.
 Newman Club, Franz X. Hiergeist, 293-2013.
 Nigerian Students Association, Christopher Wilkinson, 293-4617.
 Nucleus, Lois V. Hinckley, 293-5121.
 Omega Chi Epsilon, (Chemical Engineering), Alfred F. Galli, 293-3619.
 Omega Psi Phi, Horace E. Belmear, 293-2121.
 Omicron Delta Epsilon, (Economics), Jeffrey A. Clark, 293-5721.
 Omicron Nu, (Home Economics), Ruth E. Weibel, 293-3402.
 Orchesis, Mary K. Wiedebusch, 293-2080.
 Order of the Grail, (Junior Honorary), Wesley M. Bagby, 293-2421.

Orthodox Christian Fellowship, Peter G. Fotos, 293-3417.
 Outings Club, Eugene C. Bammel, 293-4412.
 Pakistan Students Association, Barbara R. Alvis, 293-3703.
 Panhellenic Council, Chandra F. Hodges, 293-4397.
 Phi Alpha Delta, (Law), Gene Nichol, 293-5301.
 Phi Alpha Theta, (History), Jack Hammersmith, 293-3750.
 Phi Beta Kappa, (Honorary), I. Dee Peters, 293-2851.
 Phi Delta Kappa, (Education-Graduate), Ernest R. Goeres, 293-5703.
 Phi Delta Phi, (Law-Social), Robert G. Lathrop, 293-5301.
 Phi Delta Theta, (Social Fraternity), Michael Sabo, 296-4519.
 Phi Gamma Delta, (Social Fraternity), Carl D. Hadsell, 293-2121.
 Phi Kappa Phi, (Honorary), Janis L. Andersen, 293-3905.
 Phi Kappa Psi, (Social Fraternity), Robert E. Lazzell, 296-4244.
 Phi Kappa Sigma, (Social Fraternity), Tom Vorbach, 296-4327.
 Phi Lambda Upsilon, (Chemistry), Jeffrey L. Peterson, 293-3435.
 Philosophical Society, Mark R. Wicclair, 293-3641.
 Phi Mu Alpha, (Music), Richard E. Powell, 293-5511.
 Phi Sigma Kappa, (Social Fraternity), Bob Campbell, 296-8251.
 Phi Upsilon Omicron, (Home Economics), Joann P. Guthrie, 293-3402.
 Physical Education Majors Club, Dana D. Brooks, 293-3560.
 Pi Beta Phi, (Social Sorority), Joann S. Siegrist, 292-9531.
 Pi Delta Phi, (French), Michel J. Beauchemin, 293-5121.
 Pi Epsilon Tau, (Petroleum Engineering), James A. Wasson, 293-5695.
 Pi Kappa Alpha, (Social Fraternity), Mark McRoberts, 296-8251.
 Pi Kappa Phi, (Social Fraternity), John D. Brisbane, 293-2121.
 Pi Mu Epsilon, (Mathematics), Michael E. Mays, 293-2014.
 Pi Sigma Alpha, (Political Science), James B. Whisker, 293-3811.
 Pi Tau Sigma, (Mechanical Engineering), John E. Sneckenberger, 293-3111.
 Poultry Science Club, Ronald A. Peterson, 293-2406.
 Psi Chi, (Psychology), Russell J. Ohta, 293-4098.
 Psi Omega, (Dentistry), Calvin J. Gaver, 293-3370.
 Public Interest Law Report, Patrick C. McGinley, 293-5301.
 Public Interest Research Group (WV-PIRG), David A. Bingham, 293-5431.
 Public Relations Student Society of America (PRSSA), Hunter McCartney,
 293-3505.
 Racquetball Club, David H. Taylor, 293-5221.
 Ranger Company, Brian J. Austin, 293-2911.
 Rascal, Peter Gottlieb, 293-3536.
 Recreation Society, Franklin E. Boteler, 293-3721.
 Resource Management Club, Dennis K. Smith, 293-6253.
 Rho Chi, (Pharmacy), Calvin C. Brister, 293-5101.
 Right to Life Committee, Wanda K. Franz, 293-3402.
 Rowing Club, Kendall C. Elliott, 293-5031.
 Rugby Club, William P. Fitzpatrick, 293-3107.
 Russian Circle Club, Marilyn Bendena, 293-5121.
 Scabbard and Blade, Maj. K. J. Gedmintas, 293-2911.
 Scuba Club, Charles R. Craig, 293-5795.

Shotokan Karate-do Club, Winston E. Fuller, 293-3107.
 Sigma Chi, (Social Fraternity), C. Barton Loar, 599-2277.
 Sigma Delta Pi, (Spanish), Joseph F. Renahan, 293-5121.
 Sigma Gamma Epsilon, (Earth Sciences), Richard A. Smosna, 293-5603.
 Sigma Gamma Tau, (Aerospace Engineering), Jerome B. Fanucci, 293-4111.
 Sigma Nu, (Social Fraternity), Neil E. Bolyard, 293-5242.
 Sigma Phi Epsilon, (Social Fraternity), Avery F. Gaskins, 293-5022.
 Sigma Tau Delta, (English), John B. Flynn, 293-3107.
 Sigma Theta Tau, (Nursing), Mary F. Borgman, 293-2801.
 Simulation Gaming Society, Joseph M. McDonough, 293-2013.
 Ski Club, Jeffrey Van Hook, 293-5421.
 Socialist Party, USA, William S. Haymond, 293-3641.
 Society for Creative Anachronism, (Collegium Novae Terrae), Patrick W. Conner, 293-3107.
 Society for the Advancement of Career Women, Linda T. Sypolt, 293-4495.
 Society for the Advancement of Management, John Harpell, Jr., 293-4495.
 Society of American Foresters, Franklin E. Boteler, 293-3721.
 Society of Landscape Architects—Student, George W. Longenecker, 293-2141.
 Society of Petroleum Engineers, Seadat Ameri, 293-5695.
 Society of Physics Students and Sigma Pi Sigma, Milton E. McDonnell, 293-5769.
 Society of Professional Journalists, Sigma Delta Chi, Paul A. Atkins, 293-3505.
 Sociology Club, WVU, William I. Torry, 293-5801.
 Soil Conservation Society of America, Willem Van Eck, 293-2219.
 Speech and Hearing Association—National Student, Kenneth O. StLouis, 293-4241.
 Sphinx, (Senior Honorary), Robert L. Murphy, 293-2113.
 Sports Club Federation, Thomas M. Pinto, 293-2203.
 Squash Club, John L. Loth, 293-4111.
 Student Administration, (Student Affairs), 293-3813.
 Student Nurses Association, Nancy A. Koontz, 293-5445.
 Student Society of Landscape Architects, George W. Longenecker, 293-2141.
 Student Volunteer Program, Gregory A. Elmes, 293-5603.
 Students for the Exploration and Development of Space, Michael E. Mays, 293-2014.
 Tau Beta Pi, (Engineering), Robert Slonneger, 293-3111.
 Tau Beta Sigma, (Band Women), Don G. Wilcox, 293-5330.
 Thai Student Association, Barbara R. Alvis, 293-3703.
 Theta Chi, (Social Fraternity), Carl M. Frasure, Jr., 293-5231.
 Trial Lawyers—Student, Douglas L. Thomas, 293-5301.
 Upsilon Pi Epsilon, (Computer Science), W. H. Dodrill, 293-3607.
 Vegetarian Society of WVU, Winston E. Fuller, 293-3107.
 Volleyball Club, Dana D. Brooks, 293-3560.
 Waterpolo Club, Daniel H. Ziatz, 293-3560.
 Way, The—Campus Outreach, David E. Samuel, 293-4798.
 Wesley Foundation, Emory L. Kemp, 293-3867.
 Westchester-Carlyle Social Development, Charles E. Hooper, 293-4495.

Whitewater Club, David A. Labosky, 293-3908.
Wildlife Society, David E. Samuel, 293-4797.
Women's Information Center, Judith G. Stitzel, 293-2339.
Women's Law Caucus, Laura F. Rothstein, 293-5301.
Xi Psi Phi, (Dentistry), C. Russell Jackson, 293-2611.
Xi Sigma Pi, (Forestry), Kenneth L. Carvell, 293-3411.
Young Democrats, David G. Temple, 293-3811.
Young Socialist Alliance, Jerold M. Starr, 293-5801.
Zeta Beta Tau, (Social Fraternity), Robert E. DiClerico, 293-3811.
Zeta Phi Eta, (Speech), Enid J. Portnoy, 293-3905.

Questions, Suggestions, And Grievances

You have already learned that WVU is large and complex. This does not mean that WVU is insensitive to students or unwilling to accept suggestions for improvement. It does mean, however, that you must know how to work inside the University organization in order to achieve your purposes. Remember that the WVU academic organization is divided into one-hundred departments which in turn are grouped into schools and colleges, and that the support activities require more than thirty-five separately organized units. Many of the departments have enrollments larger than many high schools in West Virginia. Success in getting your problems and suggestions handled promptly and effectively depends very much on your investing the time to find the right places to take them.

Academic Matters

The principal academic officers of the University are the chairpersons of the departments, the directors of the divisions, and the deans of the colleges and schools. Like those who are full-time teachers, they are teachers, too, and in addition are specifically charged with the management of problems of the students and instructional personnel in their units. You can depend upon them for interest in and concern with your problems.

At the beginning of every academic year in the fall, each college and school publishes the names, campus addresses, and telephone numbers of members of its standing academic committee. Copies are available to any student upon request in the dean's office and the committee lists are posted.

Suggestions for improving academic programs may be directed to the Committee on Academic Standards in each college or school.

Grade Appeals Policy

Students have the right to appeal final course grades which they believe reflect a capricious, arbitrary, or prejudiced academic evaluation, or reflect discrimination based on race, color, creed, sex, or national origin. The grade appealed shall remain in effect until the appeal procedure is completed, or the problem resolved. The primary intent of this procedure is to provide a

mechanism whereby a student might appeal a failing grade or a grade low enough to cause the student to be eliminated from some program or to require the repeat of a course. Grade appeals that do not meet this classification are not precluded. It is understood that an extension of time in the procedural steps may be granted students if in the professional judgment of the chairperson or the dean such an extension is warranted.

Appeal Procedure

Step 1a. The student shall discuss the complaint with the instructor involved prior to the end of the succeeding regular semester. If the two parties are unable to satisfactorily resolve the matter within ten days *after the end* of the above named semester, the student shall notify the chairperson of the instructor's department or division (or, if none, the dean). (The chairperson or dean will assume the role of an informal facilitator and assist the student and instructor in their resolution attempts.) If the problem is not resolved, the student may proceed directly to Step 2.

b. If the instructor is not available, or if the nature of the complaint makes discussion with the instructor inappropriate, the student shall proceed directly to Step 2.

Step 2. The student must prepare and sign a document which states the facts constituting the basis for the appeal. Copies of this document shall be given to the instructor and to the instructor's chairperson (or, if none, the dean). If, within ten working days of receipt of the student's signed document, the chairperson cannot resolve the problem *to the satisfaction of the student and instructor involved*, the complaint will automatically be forwarded to Step 3.

Step 3. Upon reviewing the complaint, the instructor's dean or his/her agent shall make a recommendation to the instructor involved within one week of receipt of the complaint. If the instructor involved does not act on the Dean's recommendation, the recommendation will be referred to a *representative body of the instructor's department or college* for final resolution. *The number and make-up of this body is to be determined by the appropriate dean. The final decision of this body shall be forwarded to the instructor involved. If the decision of this representative body requires a change of grade, the decision shall be forwarded to the instructor involved for his/her consideration and possible action. If within five days the instructor has not processed a grade modification form in accordance with the committee's decision, the dean will make the necessary grade adjustment. Implementation of this decision shall end the appeal procedure.*

Record of Appeals

Both the chairperson and dean shall maintain a record of all grade appeals and related documents submitted by the student and faculty member for a period of not less than two years. Copies of the appeal record shall be given to both the faculty member and the student.

Final Examinations

All final examinations, unless otherwise approved by the University, must be given according to the schedule published in the *Schedule of Courses*. The only tests permitted during the week of classes preceding finals are final

examinations for evening classes, practical laboratory tests, make-up examinations, and regularly scheduled short quizzes. If a student has more than three final examinations in one day because one of them is a departmental final examination, the student may make arrangements to take one of the examinations on a different day. Evaluation by final examination alone is discouraged.

Full-Time Status

As defined in the Catalog, *Full-time Status* for Undergraduate students requires a minimum of 12 credits, for Graduate students, a minimum of 9 credits. Be advised that if you withdraw from a course (or courses) during a semester and this action reduces your course-load *below* the minimum, you are no longer considered a full-time student.

Further Appeals

If you remain dissatisfied after exhausting procedures with respect to either academic or nonacademic matters, you may take your problem to the appropriate vice-president by first writing a summary of the case and asking for an appointment to discuss it. You may expect to be asked whether you have exhausted the other means available to you, and to be required to check all other routes. If the problem requires it, a committee will be convened by the Vice-President to make recommendations for action.

Academic Due Process

All nondisciplinary hearings at WVU are governed by the concept of academic due process. This means essentially that both sides of each problem must be heard by the person conducting the proceedings, and that an accused has the right to face the accuser. In case the decision made is unacceptable there is a right to appeal.

Unless the applicant requests otherwise, student members will be assigned to committees hearing student appeals, and in some cases, appeals committees may be made up entirely of students. Before such academic appeal groups, both parties have the right to advisers and to call and cross-examine witnesses, but University committees do not ordinarily permit technical legal counsel for themselves, for employees, or for students. In the best sense, universities are self-governing communities of scholars. University academic hearing committees are not courts of law and do not conduct adversary proceedings with technically trained judges and attorneys. The chairperson of each hearing committee is charged with insuring fair play for all concerned, and those who feel aggrieved after such hearings must seek redress in the appeals system described above or through action in the civil courts after the WVU and Board of Regents appeals systems have been exhausted.

Laws, Policies, and University Regulations

On and off the campuses, WVU students, faculty, and staff are subject to the same federal, state, and municipal laws as all other citizens.

The violation of any rule or regulation of the West Virginia Board of Regents, or of the University, is prohibited. A student who violates any of these rules is subject to disciplinary action which may result in probation, suspension, or expulsion. A student who violates a federal, state, or municipal law on the University campus may be prosecuted by the proper authorities, and also may be subject to University disciplinary action which may result in probation, suspension, or expulsion.

University rules and regulations, and federal and state laws pertaining to WVU students, include, but are not limited to, the following:

Alcoholic Beverages

The legal drinking age in West Virginia is 18 for all alcoholic beverages. Those who sell alcoholic beverages are required by law to request positive proof of age before making a sale.

Possession or use of alcoholic beverages on state property, including University-supervised residence halls and in University taverns, is prohibited. Any student who behaves irresponsibly under the influence of alcoholic beverages is considered in violation of University regulations.

Auto Laws

According to the law, if a student holds a valid operator's license from a state or county other than West Virginia and that license allows the student to drive in West Virginia, then the student is not required to obtain a West Virginia operator's license. Such exemption is effective only if the state of which the student is a resident extends the same privileges to citizens of West Virginia.

If permanent residence is established or if for any reason a person resides in the state for noneducational purposes, the person must apply for a West Virginia license.

For further information, contact the West Virginia State Police at 599-1101.

Banners, Posters, and Stickers

Placing banners, posters, and stickers on University property without proper authorization is prohibited under a state law concerning defacement of property. Under this law those found guilty of such defacement may be sentenced to 60 days in jail and/or fined \$100. Similar regulations exist for private, city, and county property. Individuals and organizations should obtain appropriate authorization from public offices when banners, posters, and stickers are to be displayed off campus.

Only recognized WVU student organizations are eligible to display banners on campus. The banner must relate to that organization's activities or events, must clearly indicate the sponsoring organization, and must be in good taste in

respect to appearance, pictures, and language. Commercial advertising of products or services is not permitted. In the event that a banner is challenged in respect to good taste, representatives of the Student Programs Office will be responsible for determining if the banner may be displayed. Banner material and paint must be "colorfast" and installation hardware must be of such design that will not damage or discolor property.

Banners displayed on buildings (other than Mountainlair) will require approval from the Office of Facilities Analysis and Utilization and the Director of Physical Plant and may require Physical Plant installation with the cost to be borne by the organization. Banners which are to be displayed from trees in the vicinity of Moore Hall must be registered with the Student Programs Office. In such cases, nails, staples, wire and/or other fastening devices which might injure trees are not permissible. Banners may not remain on display for more than five calendar days and must be removed by the sponsoring organization at the conclusion of the event or activity being promoted or advertised.

Banners that do not comply with the above regulations will be removed by Physical Plant, or other appropriate departments, and the organization will be responsible for the cost of such removal. The University will assume no responsibility for the return of such banners.

Behavior at Sports Events

Because of the danger to participants in sports, officials, cheerleaders, spectators, and others, students and other spectators are prohibited from bringing into Mountaineer Field and the Coliseum any banners, flags, bottles, cans, or thermos jugs. The throwing of any article into the crowd or onto the playing field or court at Mountaineer Field or the Coliseum is prohibited.

Bomb Threats

West Virginia law makes it a misdemeanor to convey or impart (or to cause to be conveyed or imparted) false information concerning the presence of a bomb or other explosive devices in, at, or near buildings, etc. A student violating this law is subject to state prosecution, as well as University disciplinary action in any case where University buildings or facilities are involved.

Cheating

See *Appendix D* for the official University policies concerning cheating.

Days of Special Concern

The WVU faculty is asked to observe days of special concern to many students when absences are excused and no examinations or field trips are scheduled. They are Good Friday, Yom Kippur, Rosh Hashanah, the date of Malcolm X's birth (May 19), and the date of Dr. Martin Luther King's birth (January 15).

Destruction of University Property

West Virginia law and University rules and regulations provide heavy penalties for damaging or destroying University property, and tampering with or damaging fire-fighting equipment. Criminal penalties in such cases range from fines up to \$100 and confinement in jail up to 60 days, to confinement in the penitentiary up to 10 years, depending upon the circumstances. Probation, suspension, or expulsion from the University also may result in cases where students are involved. WVU will make every effort to ascertain the identity of persons damaging or destroying University property and to prosecute such persons to the full extent of the law and University regulations.

→ Disorderly Conduct

Disorderly or unlawful behavior, such as engaging in fights, assaults, riots, unlawful assemblies, or the violation of any municipal, state, or federal law, in University buildings or on University campuses is prohibited. Students are also subject to University policies relating to the use of University facilities.

Dogs, Other Pets

For health and safety reasons, dogs and other pets (except Seeing Eye dogs accompanying blind persons) are not permitted in University buildings or on University property.

Drugs

Use of drugs without medical prescription and under a doctor's supervision is prohibited. Use or possession of, or the distribution of, marijuana or other drugs is subject to federal and state prosecution, as well as University disciplinary action.

Firearms

Possession of firearms, firecrackers, or other explosives on University property—including University-supervised residence halls—is prohibited.

Fire Equipment

Tampering with fire equipment and the sounding of false fire alarms are prohibited by state law and by University rules and regulations.

Gambling

Gambling by organizations or individuals, including the chain letter, raffles, and games of chance, is prohibited.

Hazing

Physical and mental hazing of students is prohibited. Violations of this policy may result in student disciplinary action and loss of University recognition for organizations.

Lost and Found

293-3136/293-3940

Any lost or mislaid articles which are found on WVU property by students, faculty, staff, and the public remain the rightful property of the owner. When lost or mislaid articles are turned over to the University, the University will maintain only temporary or depository possession of the articles until they are claimed by their rightful owners.

Discovery and Recovery Procedures

1. Students, faculty, and staff who find lost or mislaid articles are required to turn over the articles immediately to the office of the dean or director closest to the location where they are found. Each dean's or director's office should maintain a record of the identity of the articles and the dates when received from the finders.

2. Should the office of the dean or director not be open, found articles are to be reported to the Security Office at 293-3136 or 293-3940.

3. Deans and directors will maintain temporary possession of found articles for 30 calendar days following discovery. During this time, the rightful owner may claim such property after providing satisfactory proof of ownership.

4. If not claimed within 30 days, each dean's or director's office will arrange for the physical transfer of the property to the Manager of Inventory Control in the Controller's Office.

5. The Manager of Inventory Control shall maintain the depository on behalf of the University until the lost and mislaid articles are rightfully claimed by their owners.

6. Units located off the Morgantown campuses will establish a local depository for lost and mislaid articles.

Open Forum

West Virginia University is committed to maintaining freedom of inquiry and a forum for open discussion of ideas. Therefore, the University as an institution does not take positions on social-political issues; such actions would stifle the freedom of those faculty, staff, and students who might disagree with positions taken by the institution.

Parking, Traffic Regulations

Parking and traffic regulations are in effect on the WVU campuses to regulate the heavy flow of vehicles. No state funds are available to provide and maintain parking lots, therefore fees are usually charged.

There are 2,050 free parking spaces provided in four unpaved, graveled lots that are located: (1) off Van Voorhis Road, near the Medical Center Apartments, (2) the area next to the Towers PRT Station, (3) Patteson Drive-side of the Creative Arts Center, and (4) near the Natatorium.

The fifth free parking area is at the Coliseum, where students, faculty, and staff are urged to park and use the inter-campus transportation service because of the scarcity of parking places on the Downtown Campus and at the Medical Center. Shuttle-bus service is available every 10 minutes from the Coliseum Blue Gate to the Engineering PRT Station from 7:15 a.m. to 5:15 p.m.

Monday through Friday, while school is in session. From 5:15 p.m. to 10:00 p.m., this service operates every 15 minutes.

University parking regulations are enforced by Security Officers and Parking Attendants. Failure to obey parking and traffic regulations can result in substantial fines and towing charges.

A WVU parking permit, issued for a specific parking area, is necessary for parking on the campuses. **Because parking space is limited, parking permits also are limited and are not issued to freshmen; to students who live in residence halls, or fraternity and sorority houses; or to students who live within walking distance of the campuses.**

A University-maintained parking garage is behind Mountainlair for the use of all people. A fee is charged, payable in exact change when you leave the garage. (This fee is subject to change.) There are also city and private parking lots.

West Virginia University does not assume responsibility for any vehicle or its contents while it is parked on the campuses. Likewise, WVU does not guarantee that parking spaces will be available. Students are advised not to bring automobiles to campus.

Parking is prohibited on campus roads (including Evansdale Drive, Fine Arts Drive, and Medical Center Drive) and on entrance roads to parking areas except where paid parking is indicated that requires University parking stickers.

A brochure on parking and traffic regulations and the Inter-Campus Transportation Schedule may be obtained from the Parking Control Office, 383 Oakland Street (Evansdale), 293-5502.

Towing Review Committee

The University maintains a special review committee to investigate questions, suggestions, and complaints about problems arising from the towing of motor vehicles from University parking lots. This committee is composed of three members: the President of the Student Body, the Director of University Security, and the Vice-President for Student Affairs, or his designee, who serves as chairperson. Problems should be reported to the Vice-President for Students Affairs in Moore Hall.

Bicycles

For safety reasons and because of cleaning problems, parking or riding bicycles in University buildings is forbidden. Racks for bicycle parking are provided on the campuses.

Passports

599-7741

Persons who plan to travel abroad and who need a passport can obtain one by applying through the Morgantown Post Office.

Along with the completed application, one must submit: (1) two full-face pictures taken in the last six months (these must be 2 x 2 inches); (2) a valid driver's license (if one does not have a driver's license, an affidavit must be obtained at the Post Office, filled out, and returned in place of a license); (3) a birth certificate with a raised seal (persons who have obtained a passport in the

past can submit the old passport in place of the birth certificate); and (4) a check or money order for \$15.00 made payable to the Passport Office. Cash is not acceptable.

Since the process takes at least two to six weeks, you should submit passport applications at least eight weeks before the trip. For further information call 599-7741 and ask for passport information. Passports are valid for five years.

Records Falsification

Falsification in any detail of records of WVU or of any other institution relied upon by WVU (application for admission, grade transcript and other academic records, health records, change slips, etc.) or misrepresentation of a person's identity is prohibited. Any admission to the University gained by means of false application records (and all grades, awards, certifications, diplomas, and degrees earned in the interim) shall be rescinded and cancelled upon discovery and proof of the falsification.

Representing the University

To represent the University in public appearances, you must be enrolled in the University and must meet the eligibility requirements of the department or school in which the activity originates. The records of students whose status is questionable should be checked by the department or school or college at the Office of Admissions and Records before their participation. (See also "Intercollegiate Athletics.")

Residence Halls Rules and Regulations

See Appendix C.

Smoking

For health and safety reasons, state law prohibits smoking in school buildings. Instructors are required to enforce this law in classrooms. Smoking is prohibited in other University facilities where "No Smoking" signs are posted. Some colleges and schools have adopted additional restrictions against smoking.

Solicitation

The term "Solicitation" is used to describe the sale of products or the seeking of funds, signatures, merchandise, or supplies.

Commercial-for-profit solicitation is not permitted on University property except by contract with the West Virginia Board of Regents. The WVU Controller will audit all solicitation activities.

The sale of items or the solicitation of funds on University property by individuals or organizations is prohibited unless written permission in the form of a Concession Permit is obtained from the Student Programs Office, 307 Moore Hall. All funds solicited must be solely for the direct use of the student organization. When applying for a Concession Permit, the applicant must specify the University account to which the income is to be paid and Student

Affairs reserves the right to audit the account and receipts before, during, and after the event. Concession permits are issued for a maximum period of one week for a specific time and location on campus.

Recognized student organizations may solicit at reasonable times and places on University property and under reasonable conditions imposed by University officials charged with control of the areas provided such solicitations are not inconsistent with the educational purposes of the University. The organization must comply with facility usage and scheduling policies and arrangements for the solicitation of funds must be made with the supervisor of the building or campus area to be used. Space and time allocations for Mountainlair solicitations are made directly with the Mountainlair Reservations Office. Space and time allocations for Residence Halls are made directly with the Residence Hall Director. Space and time allocations for outdoor campus areas are made by the Office of Facilities Analysis and Utilization in Oglebay Hall Annex. When soliciting funds, the individual or organization must have a copy of the Concession Permit present at all times. If an organization is conducting the solicitation, it must be identified at every location by means of a sign or an announcement.

In determining reasonableness of the time, place, and manner of the solicitation activity planned, Student Programs Office and University officials charged with control of the areas where the activity is planned shall consider whether the proposed activity conflicts with regularly scheduled University activities or other scheduled events in the area. The effect of the activity on normal pedestrian and vehicular traffic, the availability of alternate facilities, and similar factors may also be considered in awarding concession permits. Other reasonable time, place, and manner conditions may be imposed as a precondition of conducting the activity (e.g., an applicant may be asked for information regarding the anticipated number of participants and spectators, security arrangements, and sanitary facilities).

Speaker Policy

Recognizing that freedom of expression and communications is essential to education, WVU supports the right of students to listen to diverse points of view as expressed by speakers they may invite to the campus. Accordingly, recognized student groups may invite speakers to the campus whether or not the speakers' viewpoints are congenial to the University.

Illegal Use of Telephones

Placing long-distance telephone calls by using fictitious and unauthorized billing numbers is a federal and state criminal offense that can result in up to 10 years in jail and a \$1,000 fine. The C & P Telephone Company will prosecute those involved in such cases. New techniques permit prompt detection of offenders. (Also see "Telephone Service" in Appendix C.)

Use of University Facilities

West Virginia University property and facilities are limited to use for educational and cultural activities by organizations formally recognized by

WVU. No admission charge can be collected for these activities unless the expected revenue is to go to the University, one of its branches, or to the WVU Foundation, Inc., for the benefit of the University.

A Concession Permit is required if a recognized student organization plans to charge admission or solicit funds at any event in University facilities. (See "Solicitation," above.)

Voter Registration

291-7238

Students who desire to vote in Monongalia County must first register at the Monongalia County Clerk's Office in Room 109 of the Monongalia County Court House. Anyone who is 18 years of age or older, or who will be 18 by the next General Election, is eligible to register. Students registered to vote in another county, or another state, must first cancel their prior registration through the Monongalia County Clerk's Office. The County Clerk's Office is open 9:00 a.m.-7:00 p.m., Monday; 9:00 a.m.-5:00 p.m., Tuesday through Friday. For further information, call 291-7238.

Disciplinary Procedures and Due Process

A student involved in disciplinary action is entitled to the following due process rights: a formal written notice of charges; sufficient opportunity to prepare to rebut the charges; an opportunity to confront his/her accusers and to present evidence on his/her own behalf at any hearings on the charges; an unbiased hearing tribunal; an adequate record of the proceedings; and, if the hearing tribunal is authorized to recommend expulsion or suspension from the University, an opportunity to have retained counsel (at the student's expense) at any hearings on the charges.

If you are accused of committing an offense in violation of the rules and regulations of the West Virginia Board of Regents or of the University in applying for admission to the University or while you are enrolled in the University, your case is reported to the Vice-President for Student Affairs, who has the responsibility for reviewing the charges, and, if necessary, along with the Student Affairs staff, presenting the case to the University Senate Student Discipline Committee.

The Committee, which consists of three faculty members and two students appointed by the University Senate, hears and makes recommendations on all cases presented to it. Recommendations of the Committee may be appealed in writing to the President. No student can be expelled by anyone other than the President. Any adverse action taken by the President may be appealed in writing to the West Virginia Board of Regents, 950 Kanawha Boulevard, East, Charleston WV 25301.

West Virginia University students are governed by federal, state, and municipal laws, the policies, rules and regulations of WVU, and by "Policies, Rules, and Regulations Regarding Student Rights, Responsibilities, and Conduct in West Virginia State Colleges and Universities," as enacted by the West Virginia Board of Regents (See *Appendix A*)

Appendix A—

Policies, Rules, and Regulations Regarding Student Rights, Responsibilities, and Conduct in West Virginia State Colleges and Universities

SECTION 1. GENERAL

1.01 Authority—These policies, rules, and regulations are hereby promulgated by the West Virginia Board of Regents in accordance with, and pursuant to, Chapter 18, Article 26, of the West Virginia code of 1931 as amended, and, to the extent the same are applicable, the Administrative Procedure Act of the West Virginia Code of 1931 as amended.

1.02 Purpose—The purpose of these policies, rules, and regulations includes, but is not limited to, the following:

- a. To establish a general policy on student life, including a statement on student rights and responsibilities, at the state colleges and universities.
- b. To identify behavioral expectations of students and certain prohibited acts by students at the state colleges and universities.
- c. To prescribe penalties and sanctions for such prohibited conduct.
- d. To define generally the powers, authority, and duties to be exercised under the control of the Board of Regents, by the presidents and officials of the state colleges and universities.
- e. To prescribe disciplinary actions and proceedings to be taken in cases of the violations of these policies, rules, and regulations.

1.03 Effective Date—These policies, rules, and regulations are effective immediately in as much as they cover any general or emergency situation that might arise at any state college or university, and as rules relating to student conduct as defined in the Administrative Procedure Act of the West Virginia Code of 1931 as amended, and they supersede any existing policies, rules, and regulations that are in conflict with these policies, rules, and regulations.

1.04 Filing Date—These policies, rules, and regulations were filed in the Office of the Secretary of State of West Virginia on the 7th day of August, 1970.

SECTION 2. DEFINITIONS

2.01 Board of Regents—The West Virginia Board of Regents.

2.02 Institution or Institutions—Any or all of the institutions of higher education, the state colleges and universities, or any branch or division thereof, over which the Board of Regents shall have authority, responsibility, or control.

2.03 President—The chief executive officer of the institution, whatever his title, whether responsible directly to the Board of Regents or through some other officer to the Board of Regents, and shall include all those acting for or on behalf of such chief executive officer, at or by his direction, or at or by the direction of the Board of Regents.

2.04 Property—Any property, whether owned, rented, or otherwise held or used by the Board of Regents, by an institution, or by the institution community.

2.05 Activity—All or any operations conducted, sponsored, promoted, operated, or otherwise engaged in by an institution, including, by way of illustration and not as limitation of the foregoing, classroom and course activities, recreational and cultural programs, maintenance or building programs, committee or other business activity, registration, advising, teaching, admissions, placement, disciplinary or routine office activity, research, or service.

2.06 Facility—Any and all property of an institution used or usable in any activity of an institution.

2.07 Campus—All the property and facilities of any institution serving as the *locus in quo* of any activity of an institution.

2.08 Faculty—Those employees of the Board of Regents who are assigned to teaching or research or service functions at an institution, and who hold academic rank.

2.09 Staff—Those employees of the Board of Regents who are assigned to any duties at an institution and who are not members of the faculty.

2.10 Student—Any person who has been admitted to an institution to pursue a course of study, research or service, and who has not been graduated or dismissed from such course, and who has some right or privilege to be on the campus or in the facilities of the institution, or use the same, in connection with his study, research, or service, or who yet has some right or privilege to receive some benefit or recognition or certification from the institution, under the rules, regulations, or policies of the Board of Regents or the institution.

2.11 Member of the Institution Community—Any officer, administrator, faculty member, staff member, employee, or student of or at an institution, as well as any person participating in an institution activity at the time applicable.

SECTION 3. POLICIES REGARDING STUDENT RIGHTS AND RESPONSIBILITIES

The submission of an application for admission to an institution represents an optional and voluntary decision on the part of the prospective student to partake of the program and privileges offered by the institution pursuant to the policies, rules, and regulations of the Board of Regents and the institution. Institutional approval of that application, in turn, represents the extension of a right or privilege to join the institution community and to remain a part of it so long as the student fulfills the academic and behavioral expectations that are set forth in the policies, rules, and regulations of the Board of Regents and the institution.

3.01 Freedom of Expression and Assembly—The student enjoys the essential freedoms of scholarship and inquiry central to all institutions of higher education. In exercising these freedoms, the student has certain rights and responsibilities, including, but not limited to, the following:

- a. To have access to campus resources and facilities.
- b. To espouse causes.
- c. To inquire, discuss, listen to, and evaluate.
- d. To listen to any person through the invitation of organizations recognized by the institution.
- e. To have a free and independent student press which adheres to the canons of responsible journalism.
- f. To not violate the rights of others in matters of expression and assembly.
- g. To abide by policies, rules, and regulations of the Board of Regents and the institution pertaining to freedom of expression and assembly.

3.02 Freedom of Association—Students may organize whatever associations they deem desirable, and are entitled to affiliate with any group or organization for which they qualify for membership. However, institutional recognition of student organizations shall be limited to those whose purposes comport with the educational mission of the institution.

3.03 Right to Privacy—The student is entitled to the same safeguards to his rights and freedoms of citizenship as are afforded his peers outside the academic community, including, but not limited to, the following:

- a. Privileged communication on a one-to-one relationship with faculty, administrators, counselors, and other institutional functionaries.
- b. Respect for his personality, including freedom from unreasonable and unauthorized searches of his living quarters.
- c. Confidentiality of his academic and disciplinary records.
- d. Legitimate evaluations made from his records.

3.04 Academic Responsibilities—The institution shall define and promulgate, subject to the control of the Board of Regents, the academic requirements for graduation, the conditions leading to and attendant upon academic probation, and the requirements for student honesty and originality of expression.

- a. The student is responsible for fulfilling course work requirements
- b. The student shall be graded solely on performance measured against academic and related standards.

- c. The student shall be protected against prejudicial or capricious academic evaluation.

3.05 Responsibilities of Citizenship—The student is expected, as are all citizens, to respect, and abide by, local ordinances and state and federal statutes, both on and off the campus. As a member of the educational community, he is expected to abide by the institution's code of student conduct which clarifies those behavioral standards considered essential to its educational mission.

3.06 Disciplinary Proceedings—Disciplinary proceedings for students accused of committing offenses must be consistent with such constitutional provisions guaranteeing due process of law as are applicable to them. In all disciplinary proceedings, the student shall be considered innocent until proven guilty of any charge. Rules and regulations shall be promulgated by each institution consistent with policies, rules, and regulations of, and subject to the control of, the Board of Regents.

SECTION 4. STANDARDS OF CONDUCT: RULES AND REGULATIONS

4.01 Conduct Required in General—All students at the institutions are subject to, and are required to comply with, observe, and obey the following:

- a. The laws of the United States.
- b. The laws of the State of West Virginia.
- c. Local city, county, and municipal ordinances.
- d. The policies, rules, and regulations of the Board of Regents and the institution.
- e. The directions and orders of the officers, faculty, and staff of the institution who are charged with the administration of institutional affairs on campus.

4.02 Prohibited: Disorderly Conduct—Any and all students who behave in a disorderly or unlawful manner, such as the actions listed below, but not limited to those listed, in or about institution property or facilities, are subject to institutional disciplinary action which may result in probation, suspension, or expulsion, whether or not there is prosecution for such violations in local, state, or federal courts:

- a. Fights.
- b. Assaults or battery.
- c. Riots.
- d. Unlawful assembly.
- e. The violation of any municipal, state, or federal law, or the rules and regulations of the Board of Regents or the institution.

4.03 Prohibited Conduct: Theft or Damage of Property—No student shall, individually or by joining with one or more others, appropriate to his or their own use, or steal, or intentionally damage or destroy any institution property or facilities or the property of any member of the institution community on or in campuses, property or facilities of an institution. Students involved in any such prohibited actions or conduct shall be subject to institutional disciplinary action which may result in probation, suspension, or expulsion, whether or not there is prosecution for such actions or conduct in local, state, or federal courts.

4.04 Prohibited Conduct: Disruption—No student shall, by himself or by joining with one more other persons, do any of the following:

- a. Disrupt or interfere with any institutional activity, program, meeting, or operation.
- b. Interfere with the rights of any member of the institution community.
- c. Intentionally injure or threaten to injure, or coerce by bodily harm or restraint or threats thereof or any other means, any member of the institution community or persons lawfully on the institution's campus, property, or facilities.
- d. Seize, hold, commandeer, or damage any property or facilities of an institution, or threaten to do so, or refuse to depart from any property or facilities of an institution upon direction, pursuant to policies, rules, and regulations of the Board of Regents or the institution, by an institution officer, faculty or staff member, or other person authorized by the president.

Students involved in any such action or activities shall be subject to institutional disciplinary action which may result in probation, suspension, or expulsion, whether or not there is prosecution for such actions in local, state, or federal courts.

4.05 Prohibited Conduct: Discrimination—No student shall, by himself or by joining with one or more other persons, promote or demand action on their part or any other

member of the institution community that would constitute unlawful discrimination on the basis of race, sex, color, or political affiliation.

SECTION 5. POWERS, AUTHORITY, AND DUTIES OF THE PRESIDENTS

5.01 General Powers, Authority, and Duties of the Presidents—The president of each institution shall be the chief executive officer of the institution of which he is the head. He shall be responsible for the entire administration of the institution, subject to the control of the Board of Regents. It shall be his duty to attend to and administer the laws of the State of West Virginia which may be applicable to the campus, the policies, rules, and regulations of the Board of Regents, and the policies, rules, and regulations of the institution of which he is president. Each such president is hereby clothed with authority requisite to that end, subject to the control of the Board of Regents.

5.02 Powers, Authority, and Duties of the Presidents: Delegation of Authority and Responsibility—Any authority, responsibility, or duty granted to or imposed upon such a president by these policies, rules, and regulations may be delegated by him, subject to the control of the Board of Regents, to another person or persons on the faculty, staff or student body of the institution of which he is president.

All persons dealing in the matters so delegated by the president shall be required to deal with the persons to whom the president shall have delegated such authority, responsibility, or duty, and such persons shall be required to deal with the institution or the president through such designees, except on appeal to the president as specified by the president.

5.03 Powers, Authority, and Duties of the Presidents: Promulgation of Institutional Regulations for Student Discipline—The president of each institution shall have authority and responsibility, subject to the control of the Board of Regents, for the discipline of all students at the institution of which he is president.

The president, with the advice of faculty and students and subject to the control of the Board of Regents, shall develop, promulgate, and use disciplinary regulations and channels at each institution not inconsistent with the policies, rules, and regulations of the Board of Regents. All disciplinary regulations and channels now in existence and operation at any institution shall remain in effect and shall be used until modified, except as such regulations and channels shall be deemed modified and amended by these policies, rules, and regulations.

5.04 Powers, Authority, and Duties of the Presidents: Activities on, and Use of Institution Property or Facilities—The use by any person of the property or facilities of the institution shall be controlled and governed by the policies, rules, and regulations of the Board of Regents.

Regulations governing the use of such property or facilities at a particular institution shall be promulgated by the president, thereof, with the advice of faculty and students, and shall conform to these policies, rules, and regulations, and be subject to the control of the Board of Regents. All presently existing such regulations shall remain in full force and effect until modified or amended in conformity to these rules, except as the same shall be deemed specifically modified and amended by these rules.

5.05 Powers, Authority, and Duties of the Presidents: Public Use of Institution Property or Facilities, and Restrictions Imposed—Subject to the control of the Board of Regents, notwithstanding any rule, regulation, policy, or express or implied permission for the use of, or presence in or on, the property or facilities of any institution, any person who (a) is not a student presently registered for current classes or course work at the particular institution, or, is not an employee of the Board of Regents currently on duty at the institution; and (b) by his conduct or his speech or expressions causes, or, in the opinion of the president of the institution or his delegate of authority, may be reasonably expected to cause harm to persons, property, or facilities, or disruption of, or interference with, any activity of the institution, is no longer authorized to be in or on the property or facilities of the institution. In such instance, the president of such institution or his delegate of authority, shall cause such person to be ejected from, kept off, and kept out of the property and facilities of the institution. The president or his delegate of authority may take whatever legal or institutional action is necessary to effectuate this authority.

5.06 Powers, Authority, and Duties of the Presidents: Use of Institutional Property or Facilities: Activities Which Interfere With, Disrupt, or Inhibit Institutional Operations—

The assertion by any person or persons of rights of speech, assembly, press, or other expression with the intention to interfere with access to, or use of, the institution's property, facilities, activities, programs or operations by those properly and regularly using the same is expressly prohibited, any rule, regulation, or permission, express or implied, notwithstanding.

5.07 Powers, Authority, and Duties of the Presidents: Limitations of Assembly and Student Use of Institution Property or Facilities—Subject to the control of the Board of Regents, when, in the judgment of the president of any institution, an assembly is not in the best interests of the institution or the individuals concerned, in that it presents a clear and present danger of harm to persons, property, or facilities, or to prevent interference with or disruption of activities, such president or his delegate of authority shall prohibit such assembly and shall take measures to prevent harm to persons, property, or facilities, or to prevent interference with or disruption of activities, as may be necessary in the circumstances or may be reasonably expected to come into existence.

5.08 Powers, Authority, and the Duties of the Presidents: Limitation of Activities and Emergency Measures—When there has been harm or damage to persons, property or facilities, or when there has been disruption of or interference with institution activities, or when there has been seizure or occupation of property or facilities by persons no longer authorized, then, subject to the control of the Board of Regents, when the president of an institution at which such occurrences happen to take place, deems it necessary to end or to control such occurrences and the circumstances caused thereby, he shall take any or all of the following actions or other appropriate actions:

- a. Declare a state of emergency to exist on the campus, and:
 - i. close down any part of the institution for any length of time, or limit use of certain parts of the campus, property or facilities to certain persons at certain times;
 - ii. impose curfews on the presence of persons in or on institutional facilities or property;
 - iii. place bans on gatherings of persons at places or times on or in the institution's property or facilities; or
 - iv. enlist the aid of any public authority, police, or otherwise, as may be necessary to restore order, protect persons, property, health, safety, or welfare.
- b. Immediately suspend any student who is found involved in prohibited action or conduct and who is (i.) first advised, told, or notified that his action or conduct is prohibited, and who (ii.) continues such action or conduct in spite of the warning. Such immediate suspension shall be followed with speedy disciplinary proceedings consistent with these policies, rules and regulations.
- c. See to the enforcement of the laws of the State of West Virginia, the policies, rules, and regulations of the Board of Regents, and the policies, rules and regulations of the institution, including any emergency orders imposed as a result of the state of emergency so declared.

SECTION 6. DISCIPLINARY ACTION: PROCEEDINGS

6.01 Application to Students—Any person who is a student as defined in these policies, rules, and regulations shall be subject to disciplinary action by the institution at which he is a student if he is involved on the campus of that institution in any of the actions or conduct prohibited by these policies, rules, and regulations, notwithstanding the fact that at the time he is also an employee of the Board of Regents, or he is not presently registered for current classes or course, research or service programs. In taking disciplinary action against a student, as defined herein, an institution may act to remove any status of such a person or to revoke or remove any right or privilege such person as a student, or to withhold, remove, or cancel any benefit, recognition or certification, including the conferring of a degree, which such a person might yet not have received from the institution.

6.02 Sanctions in Disciplinary Action—The following sanctions may be imposed upon students as a result of disciplinary action by an institution:

- a. Probation—exclusion from participation in certain institution activities, property or facilities for a definite stated period of time, and may be conditioned upon compliance with policies, rules, and regulations, or specified activity during the period of probation.

- b. Suspension—exclusion from all institution activities for a definite stated period of time, and any condition on resumption of activities, if any, also may be imposed.
- c. Expulsion—termination of all student status, including any remaining right or privilege to receive some benefit or recognition or certification, and conditions for readmission, if any, may be stated in the order.

Sanctions of lesser severity may be imposed in any case, depending upon the finding of extenuating circumstances and the discretion of the president of the institution or the Board of Regents, whoever might be dealing with the case at the time. Each institution shall identify in its student handbook or other similar publication the offenses for which a student who is found guilty may be subject to the sanctions of suspension or expulsion.

6.03 General Requirements for Disciplinary Channels—Rules and regulations establishing disciplinary channels at the institutions, promulgated pursuant to sections 3.06 and 5.03, hereof, or any of these policies, rules, and regulations, shall provide, among other things, at least for the following:

- a. There shall be a hearing board whose members shall be members of the institutional community, including student and faculty representatives, and whose number shall be at least three, and, in any event, on any panel hearing a case, shall be odd.
- b. The hearing board shall have jurisdiction of cases involving the alleged violations be sections 4.02, 4.03, and 4.04 of these policies, rules, and regulations, and of cases involving students suspended pursuant to section 508 b of these policies, rules, and regulations.
- c. The jurisdiction and authority of the hearing board shall be, in cases of disciplinary action against students:
 - i. to hear evidence;
 - ii. to make findings of fact from the evidence presented;
 - iii. to make recommendations to the president of the institution, based upon such findings of fact, as to the disposition of the disciplinary action, including sanctions to be imposed, if any; and
 - iv. to refer for hearing to a lesser disciplinary channel in cases not involving potential suspension or expulsion. (In lieu of calling together the entire hearing board to decide on referrals, a referral board, including a faculty representative and a student representative selected from the hearing board, may decide the level of hearing by establishing hearing levels for categories of disciplinary infractions or by considering individual referral cases.)
- d. The hearing board shall have such appellate jurisdiction, as may be appropriate to the institution, from the determinations and recommendations of any lesser disciplinary channel.
- e. The student may then object or take exception to the recommendation of the hearing board under such procedures as the president may deem appropriate.

6.04 Procedural Standards in Disciplinary Proceedings—In any disciplinary proceedings before a hearing board established pursuant to section 6.03, brought against a student for alleged misconduct, actions, or behavior for which sanctions of suspension or expulsion may be imposed, the following procedural standards shall be observed:

- a. Written charges of violation shall be presented to the accused student which shall include at least
 - i. a statement of the policy, rule, or regulation which he is alleged to have violated,
 - ii. a statement of the facts and evidence to be presented in support of the charges made with sufficient clarity to reasonably disclose the time and place of the occurrence and the actions or behavior complained of,
 - iii. a statement that a hearing will be had before the hearing board on the charges, together with notice of the date, time, and place of the hearing, and
 - iv. in cases involving potential suspension or expulsion, as specified in institutional policies, the student must be informed of his/her right to have legal counsel present at the hearing (students retain attorneys in such cases at their own expense and must notify the hearing board at least five days prior to the hearing if the attorney will be present at the proceedings)

It is expressly provided, however, that such written charges shall not be fatally defective so as to prevent the set hearing or to require further amplification if such minimum requirements are met reasonably and in good conscience at the discretion of the hearing board.

- b. Said written charges shall be served upon the student charged by one of the following means:
 - i. handing a copy to him in person, if he can be found with reasonable diligence in the town where the institution is located and the hearing is to take place; or
 - ii. mailing, via certified mail, a copy to him at the residence he uses while in attendance at the institution, as last noted on his official records at the institution; or
 - iii. if he is not presently registered at the institution, or in any event, by mailing, via certified mail, a copy to his last known permanent or home residence as disclosed by his official records at the institution.

It is expressly provided, however, that such service of charges and notice of hearing shall not be defective if the student shall have hidden himself, refused mail, or shall have failed to notify the institution of his current address while attending the institution or of his current permanent home address, and the hearing may proceed without hindrance or delay.
- c. A hearing shall be had at the date, time, and place specified which shall provide the student a reasonable amount of time to rebut the charges, unless postponed by the hearing board for good cause shown. The hearing shall be conducted in such manner as to do substantial justice and shall include at least the following:
 - i. The accused student has the right to have an advisor with him, but such advisor may not be a person other than his parent or guardian, a student at the institution, or member of the faculty or staff of the institution, unless specifically permitted by name by the hearing board or unless provided pursuant to section 6.04 a. iv. of these policies, rules, and regulations relating to sanctions involving expulsion or suspension (the college or university may request legal counsel through the Office of the Chancellor);
 - ii. All material evidence may be presented subject to the right of cross-examination of the witnesses;
 - iii. There shall be a complete and accurate record of the hearing prepared by a qualified stenographer or court reporter;
 - iv. In any event, the accused student shall be entitled to be present throughout the presentation of evidence, testimony of witnesses, and arguments of parties; to know the identity of and content of testimony of the witnesses against him and have them present at the hearing at appropriate times; and to present witnesses and any evidence on his behalf as may be relevant and material to the case.
- d. No recommendation for the imposition of sanctions may be based solely upon the failure of the accused student to answer charges or to appear at the hearing. In such a case, the evidence in support of the charges shall be presented and considered. And, in any event, all findings of fact and recommendations shall be based solely upon the evidence presented, and shall be based upon proof of violation of policies, rules, and regulations by the student as charged by a preponderance of the evidence in the case as a whole.
- e. After the hearing, the hearing board shall make findings of fact and recommendations for the disposition of the case and sanctions to be imposed, if any, and forward the same to the president of the institution. After the time for making objections or exceptions as may be provided in the institution's rules and regulations shall have elapsed, the president shall take such action as he finds appropriate under all the circumstances.

6.05 Review by the Board of Regents—The Board of Regents may, from time to time, require from the presidents, or any of them, reports on disciplinary actions or proceedings over a period of time or as to any specific case or cases. Such reports shall be in such form as the Board of Regents may require. In addition, the Board of Regents may, pursuant to such procedures as the Board of Regents may specify, grant an appeal from the disciplinary action of any president on the record of the case submitted and on

leave of the Board of Regents first obtained. In reviewing student appeals, the Board of Regents will review all relevant information and records of applicable institutional disciplinary proceedings to ensure that due process has been afforded. In any case of any review of disciplinary action, the Board of Regents may take such action as it deems reasonable and proper in all the circumstances and in answer to all its responsibilities under the law.

IMPORTANT NOTICE

Certain revisions have been made to the Board of Regents Policy on Student Rights, Responsibilities, and Conduct in West Virginia State Colleges and Universities, as a result of a 1977 State Supreme Court of Appeals decision. The decision outlined for West Virginia State Colleges and Universities contains due process provisions of the State Constitution which were judged to be applicable in the expulsion of a student from a state supported institution of higher education.

The policy now provides that each institution list in its student handbook offenses for which a student who is found guilty may be subject to suspension or expulsion; inform a student of the right to have legal counsel at the student's expense; and provide the student a reasonable amount of time to rebut charges.

In accordance with the above policy, the following statement is promulgated. A student who is found guilty of any of the following acts may be subject to the maximum sanction of suspension or expulsion as recommended by the University Discipline Committee:

Dishonesty: All forms of dishonesty including cheating, plagiarism, knowingly furnishing false statements in any University disciplinary proceedings, and forgery, alteration, or use of institution documents or instruments of identification with intent to defraud.

Disorderly Conduct: Disruptive picketing, protesting, or demonstrating on University owned or controlled property or at any place in use for a University sponsored or supervised function. Such disruptive activity includes:

- a. Unauthorized occupancy of University facilities or buildings.
- b. Interference with the rights of students, faculty, and staff to gain access to any University facility for the purpose of attending classes, participating in interviews and conferences, or for any other authorized purpose.
- c. Interference with the orderly operations of the University by destruction of property, breach of the peace, physical obstruction, or coercion, or by noise, tumult, or other forms of disturbance.
- d. Deliberate interference with University pedestrian or vehicular traffic. Disorderly conduct or lewd, indecent, or obscene conduct or expression on University owned or controlled property or at University sponsored or supervised functions. Failure to comply with direction of University officials, security officers, and any other law enforcement officers acting in performance of their duties.

Possession of Firearms or Dangerous Weapons: Possession of firearms or other dangerous weapons on University owned or controlled property frequented by the public, except in the course of an authorized activity, or possession of weapons in residence halls on University property in violation of residence hall rules. Intentional possession on University owned or controlled property of a dangerous article or substance as potential weapon, or of any article or substance calculated to injure or discomfort any person.

Infliction or Threat of Bodily Harm: Assault, battery, hazing, abuse of or threat to any person, or conduct which threatens or endangers the health, safety, or well-being of other persons on University owned or controlled property or at a University sponsored or supervised function

Theft or Unauthorized Possession of Property: Theft, malicious destruction, commandeering, misuse or damage of or to University owned or controlled property or of or to a member of the University community or any person on University owned or controlled property. Unauthorized possession of keys to University owned or controlled property

Unauthorized Use of Emergency or Safety Equipment: Tampering with or unnecessary use of fire-alarm systems and fire-fighting equipment.

False Reporting of Emergency: Intentionally false reporting of a fire or that a bomb or other explosive has been placed in any University building or elsewhere on University owned or controlled property.

Possession of Illegal Drugs: Possession, use, or furnishing on the campus or in University owned supervised property of any drugs; the possession, use, or furnishing of which is illegal by municipal, state, or federal law.

Violation of Disciplinary Probation: A finding of guilty of a further violation of any University regulation in the case of any student who is already on a status of disciplinary probation.

Commission of Crimes: The commission of any crime listed in the state statutes, federal statutes or municipal ordinances which is punishable by imprisonment or confinement in jail.

Any student who is charged with a violation of any of the offenses described above will be notified in writing of the possibility of suspension or expulsion if found guilty and of his opportunity to retain legal counsel at his own expense at the hearing conducted by the University Discipline Committee. The student must notify the Discipline Committee at least five days prior to the hearing if an attorney will be present at the proceedings.

Appendix B—

West Virginia University Policy on the Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974 is a Federal law which states: (a) that a written institutional policy must be established; and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records.

West Virginia University accords all the rights under the law to students who are declared independent. No one outside West Virginia University shall have access to nor will West Virginia University disclose any information from students' education records without the written consent of students **except** to personnel within West Virginia University and the West Virginia Board of Regents; to officials of other institutions in which students seek to enroll; to persons or organizations providing students' financial aid; to accrediting agencies carrying out their accreditation function; to persons in compliance with judicial order; to organizations conducting studies for, or on behalf of, educational agencies of institutions for the purpose of developing, validating, or administering predictive tests, administering students aid programs, and improving instruction; and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Act.

The Act also permits disclosure of information from students' education records, without the written consent of students, to parents of a dependent student of such parents, as defined in Section 152 of the Internal Revenue Code of 1954, as amended. West Virginia University intends to consider all students as "dependent" for purposes of disclosure of information to parents unless the students specifically notify in writing the Office of Admissions and Records, West Virginia University, that they are not a "dependent" of their parents for Federal Income Tax purposes. Students need to give such written notification only once.

Within the West Virginia University community, only those members, individually and collectively, acting in the students' educational interest are allowed access to student education records. These members include personnel in the Office of Admissions and Records, Student Affairs including the Counseling Service, Foreign Student Adviser, Student Financial Aid, and Career Services Center, the offices of Deans and Directors

maintaining student education records, and other administrative and academic personnel within the limitations of their need to know.

At its discretion West Virginia University may provide Directory Information in accordance with the provisions of the Act to include: student name, address, telephone number, date and place of birth, names and addresses of parents, major field of study, date of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Students may withhold Directory Information by notifying the Office of Admissions and Records, West Virginia University, Morgantown, WV 26506, before the close of the late registration period for the fall semester.

To assure that the request for non-disclosure of Directory Information is properly processed and honored, the student should use the Official Form available in the Office of Admissions and Records. Request for non-disclosure will be honored by West Virginia University for **only one** academic year. Therefore, authorization to withhold Directory Information must be filed annually in the Office of Admissions and Records. For this purpose the academic year of West Virginia University commences with the summer session.

The law provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panels are unacceptable. The Office of Admissions and Records at West Virginia University has been designated to coordinate the inspection and review procedures for student education records, which include admissions, personal, academic, and financial files, and academic, cooperative education, and career services records. Students wishing to review their education records must make a request to the office maintaining the particular education record desired to be reviewed listing the item or items of interest. Only records covered by the Act will be made available within 45 days of the request. Students may have copies made of their records with certain exceptions, e.g., a copy of the academic record for which a financial "hold" exists, or a transcript of an original or source document which exists elsewhere. These copies would be made at the students' expense at the prevailing rates charged at coin-operated copying machines operated by the University. Education records do not include records of instructional, administrative, and educational personnel which are in the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute, records of the law enforcement unit, student health records, employment records, or alumni records. Health records, however, may be reviewed by physicians of the students' choosing.

Students **may not** inspect and review the following as outlined by the Act. financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment, or career placement, or honors to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which West Virginia University will permit access **only** to that part of the record which pertains to the inquiring student. West Virginia University is **not** required to permit students to inspect and review confidential letters and recommendations placed in their files before January 1, 1975, provided those letters were collected under established policies of confidentiality and were used only for the purpose for which they were collected.

Students who believe that their education records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights, may discuss their problems informally with the Office of Admissions and Records. If the decisions are in agreement with the students' requests, the appropriate records will be amended. If not, the students will be notified within a reasonable period of time that the records will not be amended, and they will be informed by the Office of Admissions and Records of their right to a formal hearing. Students' requests for a formal hearing must be made in writing to the Vice-President for Student Affairs who, within a reasonable period of time after receiving such requests, will inform students of the date, place, and time of the hearings. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearings by one or more persons of their choice.

including attorneys, at the students' expense. The hearing panel which will adjudicate such challenges will consist of not less than three members, including at least one student member, of the West Virginia University Student Records Hearing Committee, a seven-member committee, consisting of four members of the faculty and three students, appointed annually by the President of the University.

Decisions of the hearing panel will be final, will be based solely on the evidence presented at the hearing, and will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned. The education records will be corrected or amended in accordance with decisions of the hearing panel, if the decisions are in favor of the students. If the decisions are unsatisfactory to the students, the students may place with the education records statements commenting on the information in the records, or statements setting forth any reasons for disagreeing with the decisions of the hearing panel. The statements will be placed in the education records, maintained as a part of the students' records, and released whenever the records in question are disclosed.

Students who believe that the adjudications of their challenges were unfair, or not in keeping with the provisions of the Act, may appeal in writing to the President of West Virginia University. Decisions made by the President may be appealed to the Chancellor and the West Virginia Board of Regents, 950 Kanawha Boulevard, East, Charleston, WV 25301. Further, students who believe that their rights have been abridged, may file complaints with The Family Educational Rights and Privacy Act Office (FERPA), Department of Health and Human Services, Washington, DC 20201, concerning the alleged failures of West Virginia University and/or the West Virginia Board of Regents to comply with the Act.

Revisions and clarifications of this policy will be published as experience with the law and West Virginia University's policy warrant.

Annual Notice to Students of the Family Educational Rights and Privacy Act of 1974 And Notice Designating Directory Information

Annually, West Virginia University informs students of the Family Educational Rights and Privacy Act of 1974. This Act, with which West Virginia University intends to comply fully, was designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with The Family Educational Rights and Privacy Office (FERPA) concerning alleged failures by West Virginia University to comply with the Act.

The West Virginia University Policy on the Family Educational Rights and Privacy Act explains in detail the procedures to be used for compliance with the provisions of the Act. Copies of the policy can be found in the offices of all Deans and Directors. The policy also is printed in the *Student Handbook* and annually in the *Daily Athenaeum*. The offices of the Deans and Directors can inform students as to the locations of all education records maintained on students by West Virginia University.

Questions concerning the Family Educational Rights and Privacy Act may be referred to the Office of Admissions and Records.

West Virginia University designates the following categories of student information as public or "Directory Information." Such information may be disclosed by West Virginia University for any purpose, at its discretion.

Category I: Name, address, telephone number.

Category II: Dates of attendance, class, previous institution(s) attended, major field of study, awards, honors (including Dean's List), degree(s) conferred (including dates).

Category III: Past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes), date and place of birth, and names and addresses of parents.

Currently enrolled students may withhold disclosure of any category of information under the Family Educational Rights and Privacy Act of 1974. To withhold disclosure,

written notification must be received in the Office of Admissions and Records at West Virginia University, Morgantown, WV 26506, before the close of the late registration period for the Fall Semester. Official forms requesting the withholding of "Directory Information" are available in the Office of Admissions and Records. To assure that a request to withhold "Directory Information" will be properly processed and honored, it should be submitted on the Official Form.

West Virginia University assumes that failure on the part of any student to specifically request, on the Official Form, the withholding of categories of "Directory Information" indicates individual approval for disclosure.

Appendix C—

Residence Halls

Freshman students, with the exception of Morgantown area residents, are required to live in University-supervised housing. In order to be considered for off-campus housing, the student must submit a written request to the Director of Housing and Residence Life. Upperclass students are permitted to live in the residence halls as space is available, with the understanding that the policies, established in the best interest of freshman students, are applicable to all students living in the residence halls.

Each student living in residence halls is required to sign a contract with the Department of Housing and Residence Life and abide by the regulations and policies as referred to in the following pages.

RESIDENCE HALLS

The University-owned residence halls include Arnold, Boreman South, Boreman North, Dadisman, Stalnaker, and the Towers. The halls are on the Downtown Campus, except the Towers which are on the Evansdale Campus. All halls house undergraduate students. Facilities include lounges, sun decks, laundries, study rooms, luggage storage rooms, and an area dining facility.

Most of the rooms accommodate two persons but there are a few singles and triples.

RESIDENT GOVERNMENT—JUDICIAL AND PROGRAMMING

Residence Hall governments play significant roles in student life. All students living in residence halls have the opportunity to participate in governing their hall and planning many cultural, intellectual, recreational, and social activities. Each hall may organize its own judicial system at the beginning of the academic year, as outline by the Residence Life Division.

YOUR ROOM

The residence hall rooms are furnished with closets, single beds, study desks and chairs, dressers, wastebaskets, mattresses, pillows, study lamps, and curtains (except Dadisman Hall). Sheets, pillows, pillowcases, blankets, bedspreads, and towels are provided by the student.

If you wish, you may bring additional items such as clocks, radios, record players, additional lamps, and bookcases. All electrical items must be approved by the Underwriter's Laboratory.

Refrigerators are available on a first-come, first-served basis. If you desire one in your room, contact the Department of Housing and Residence Life.

No privately-owned refrigerators, air conditioners, cooking appliances, hot plates, or water beds may be kept or used in the halls. The use of extension cords is prohibited.

In addition to the above items there are obviously many, many things that would be neither safe nor desirable in student rooms. *Because an item is not explicitly excluded does not necessarily mean that it is permitted. The safest practice is to contact the Housing Division for a ruling if no precedent exists or if there is any doubt at all.*

Nails, tacks, or adhesives of any kind are not to be used on doors, walls, or other areas in the room. University equipment must not be removed from your room or the building. Questions regarding this matter should be directed to your Area Manager.

Needed room repairs should be reported to the Area Manager.

KEYS

Room keys are signed out to residents when they register in their halls. You are urged to exercise extreme caution in safeguarding your key, and to carry it with you at all times. Your key is for your protection. WVU is not responsible for loss of property. Residents should always keep their doors locked when not in their rooms. Any loss should be reported to the Resident Director.

If a resident loses a room key, the Area Manager will sign out a replacement key for a period not to exceed seven days and a charge of \$3.00. If the original key is found, the resident may return the replacement key and receive a refund. If the key is not found, a new lock will be installed, and new keys will be issued to the resident and the roommate at a charge of \$20.00 to the person who lost the key.

At the end of the year, or when a student moves from the residence hall, the key which was issued at the time the student took possession of the room must be returned upon leaving the residence hall or a charge of \$20.00 will be made for the purpose of replacing the lock and keys.

ROOM CHANGES

All room changes must be approved by the Resident Director and the Administrative Assistant for Room Assignments. If you desire to make a room change, you should first contact your Resident Director in your hall or a designated staff member.

LAUNDRY

Facilities for washing and drying clothing are available for residents in each hall during designated hours. Any mechanical difficulties with this equipment should be reported to the Area Manager.

LOUNGES AND RECREATION AREAS

Lounges and recreation rooms are for the exclusive use of the hall residents and their guests. All residence halls will close at a previously announced hour, after which only the residents will be permitted to remain. All guests, except those registered to stay overnight, must leave the building at the closing hour.

MAIL SERVICE

Mail is delivered to each residence hall by the U.S. Postal Service. You will receive your mail without delay if you have it addressed to you as follows:

Name _____
Room _____ Hall _____
WEST VIRGINIA UNIVERSITY
MORGANTOWN, WV 26506

TELEPHONE SERVICE

Telephone service is provided in all residence hall rooms. All telephones have individually assigned numbers. The first three digits (293-) identify the phone as part of the WVU Centrex telephone system. Intercommunication among the telephones on the campus system is made by dialing the last four digits. Off-campus calls can be made by dialing 9 and then the local seven-digit Morgantown number.

The telephone in your room is there for your convenience. Since it is an official WVU extension, long-distance calls *cannot* be charged against it. The C&P Telephone Company operator must be advised that charges on all incoming collect calls, or any originating long-distance calls on your telephone, must be billed to your *personal* Special Billing Number. If you don't already have a Special Billing Number, call C&P Telephone Company at 291-7500 and they will provide one for you.

The telephone numbers are assigned by room rather than by student. Thus, if you change rooms, your telephone number will change.

(For additional information concerning the University's telephone system, see page 2 of the *WVU Directory*, a copy of which is provided in each residence hall room.)

GUEST HOUSING AND MEALS

Overnight guests of the same sex are permitted only on Friday and Saturday nights. The host or hostess must register the guest at the main office. Guests are expected to observe rules of the hall, and the host or hostess is responsible for the behavior of the guest. A University student of the same sex who stays overnight as a guest of a resident for purposes of study on weeknights must also register.

Meal tickets for guests may be purchased at the dining hall from the Food Service Manager. Only residents or guests with meal tickets may eat or are permitted in the dining room.

The same person may not be a guest more than three times a semester.

QUIET HOURS

Residents must observe reasonable quiet hours at all times, both inside and outside the hall.

Quiet hours are established by a vote of the residents by floor in order to give everyone an opportunity to study and rest. Restraint in the use of radios, record players, or equipment such as typewriters is essential.

It is the University's expectation that:

1. The volume of the stereos will be kept at a level that cannot be heard outside the room.

2. At the initial floor meeting, residents will determine quiet hours by a majority vote. *Even when quiet hours are not in effect, the noise level must not interfere with the right of residents who want and need to study at that time.* Quiet hours will be in effect in the entire hall from the closing hour until noon the following day.

OPEN HOUSE

Guidelines for open house—the time during which residents of the opposite sex may visit each other in the residence hall rooms—will be made available to Residence Halls officers early in the semester. The Hall Councils then decide on the hours and administer the activity within those guidelines.

DINING ROOM/FOOD SERVICE

All students residing in University residence halls are required to participate in the University dining program.

Three meals a day are provided, Monday through Saturday, and the morning and noon meals on Sunday. The meal schedule and daily menus are posted at each dining hall.

When students register in the residence halls, they will be issued a temporary computerized meal ticket which will be replaced by a permanent meal ticket with the student's picture. The meal ticket must be presented at each meal.

Every board plan participant will be held personally accountable for the proper use of his or her meal ticket, and may be subject to disciplinary action for allowing someone else to use the meal ticket.

If a meal ticket is lost, a new one may be obtained from the Vali-Dine Office, located on the first floor of Tower I. The charge for the replaced ticket will be \$9.00.

The meal schedule and daily menus are posted at each dining hall.

For pleasant dining, you are expected to display courteous behavior in the dining room and serving line. You may have your choice of entrees offered with each meal. To keep costs as low as possible, you are responsible for removing your tray from the table to the place indicated. In addition, tableware and food are not to be removed from the dining room.

FIRE PROCEDURES

All persons in residence halls are required to leave the building when they hear a fire alarm or are notified of a bomb threat by a member of the Residence Hall or University staff. Turning in false fire alarms or reporting false bomb threats are prohibited by State law. Any person found violating this law will be reported to the proper authorities for prosecution.

Students are prohibited from tampering with the fire extinguishers or other fire equipment. State law requires that extinguishers must always be in condition for use.

If a fire is detected, you should:

1. Set off the nearest alarm.
 2. Call or go to the Residence Hall office and inform the staff member on duty about the nature and location of the fire. (If you can't locate the staff member on duty, any staff member may assume responsibility.)
 3. You must leave the building via the exit designated by the staff member on your floor. It will be pointed out to you upon your arrival as a resident in the hall.
 4. Before leaving your room when the alarm goes off:
 - A. Turn on the overhead lights.
 - B. Close your windows.
 - C. Put on shoes (not bedroom slippers).
 - D. Carry a large towel for head and face protection against flames and smoke.
 - E. Close your door as you leave.
 5. Walk calmly to the exterior of the building via your assigned exit.
 6. Be sure the stairway door is closed behind you if no other residents are following you.
 7. Do not return to the building until the signal is given by the staff member in charge.
- Treat a fire alarm as though a serious condition exists. You will have no indication whether it is real or a drill.

The Resident Director will report to the Fire Chief that the building is evacuated and also will leave. All staff and residents will remain far enough away from the building to allow the firemen to work unimpeded. The Resident Director will inform the residents when they may return to their rooms.

If you detect a minor fire, you may try to put it out with the nearest fire extinguisher. If this fails, you must then use the procedure described above. If you succeed in extinguishing the fire, you still must report it immediately to the staff member on duty so that a professional can check to see that the fire is out and will not recur, and so that the fire extinguisher can be refilled promptly.

False alarms are taken seriously by University officials. Persons found guilty of setting off a false fire alarm or tampering with fire/life safety equipment are subject to removal from the University Residence Hall, suspension from the University, and prosecution to the full extent of the law.

ILLNESS

The University maintains a Health Service at University Hospital. Students are invited to consult the Health Service staff at any time. Each resident is responsible for reporting to the residence hall staff member on duty any illness or injury so that prompt and adequate attention can be given.

If illness prevents your return to the hall after a weekend or other period of time away from the campus, you must notify your Resident Director.

Special arrangements for a sick tray may be made with the Food Service Manager by your Resident Assistant.

RESIDENCE HALL CONTRACT

A student assigned to a residence hall is required to sign a contract to live in the hall for the contract period. Assignments made after the beginning of an academic year are for the balance of that year. Changes in assignment can only be made with the approval of the Department of Housing and Residence Life.

The contract is designed to provide maximum individual freedom limited only by regulations essential for harmonious group living.

The University strives to make available the highest living standards at the lowest possible cost to the students.

I. General Conditions

A. The student agrees to pay the University as outlined under Part III of the contract.

B. The Department of Housing and Residence Life reserves the right to enter rooms without notice for purposes of: (1) improvements; (2) maintenance; (3) recovery of University/State-owned property which is not authorized for use in the assigned space; (4) fire and safety inspection; and (5) actions necessary to insure the safety, health, and general welfare of individuals in the residence halls and/or the protection of University or student property.

The Department of Housing and Residence Life reserves the right to remove and dispose of any personal property remaining in a room more than twenty-four (24) hours following: (1) termination of the residence hall contract, and/or (2) the residents separation by/from the University, and/or (3) the date the resident officially checks out to her/his assigned space.

A charge for costs incurred for removal of personal property will be assessed to the resident.

C. *The University reserves the right to make reassignment of accommodations as the staff may deem necessary.* The University may terminate the contract and take possession of a room at any time for violation of the provisions of the contract and/or University regulations. If a student is required to leave the hall because of disciplinary reasons, the student is still held responsible for payment of the room rent and a specified portion of the board contract until the end of the academic year, but the student is not allowed to return to that hall for any reason.

If a resident's roommate leaves, the student remaining in the room will be required to either: (1) find another roommate, or (2) move into another room where there is a vacancy.

D. The student agrees to be familiar with all regulations that the University and the governing bodies of the residence halls have enacted or may enact, and these rules and regulations are the conditions of residence in the halls.

E. Cancellation after the "no refund" dates listed in the Cancellation and Refund Policy, set forth in the WVU Residence Hall Contract, for any reason other than official withdrawal from the University, means that the student must pay the room rent and a specified portion of the board contract for the balance of the contract period.

F. Following the West Virginia Board of Regents policy concerning the operation of concessions, residence hall rooms are for student residents only. No one is permitted to use the rooms, buildings, or adjacent grounds for commercial purposes.

G. All residents are required to vacate and remove personal belongings from the rooms upon termination of the housing contract, not later than 24 hours after their last examination, or their official withdrawal from the University. The residence halls are closed during all University recesses and students are not charged for these periods. Students may not re-enter any campus residence hall during the University recesses nor after the end of the specified occupancy period without the approval of the Department of Housing and Residence Life.

The University reserves the right to use rooms in any of the residence halls during recess periods and will give written notice of intent well in advance.

H. Residents are not permitted to bring intoxicating beverages into the residence halls, or to use or retain such beverages in the halls.

I. Dangerous drugs and narcotics, as defined and prohibited by state and federal statutes, are prohibited in residence halls.

J. Possession or use of firearms, weapons, fireworks, gasoline, flammable liquids, explosives, and volatile chemicals, or other materials which endanger health or safety, are prohibited.

K. Gambling is forbidden.

L. For health and safety reasons, dogs, cats, mice, birds, and other animals or pets are not permitted in residence halls.

M. Residents are expected to conduct themselves in a manner which promotes a quiet, safe, and secure residence hall environment conducive to the pursuit of academic goals.

N. Tampering with or misuse of fire-alarm systems and fire-fighting equipment is prohibited, extremely dangerous, and illegal. Violators will be prosecuted to the full extent of the law, which may include both a fine and a prison sentence, and are subject to removal from the residence hall and suspension from the University.

O. The residence halls are operated for the appropriate use of University students, University employees, and their guests. Proper University identification may be required at any time.

P. For safety and maintenance reasons, objects may not be thrown or dropped from residence hall windows. Students, or other individuals, who are observed engaged in this activity will be prosecuted and are subject to removal from the residence hall and suspension from the University. In addition, residents are accountable for activities originating in their assigned rooms. Screens must not be damaged or removed from the windows.

Q. Each student is expected to inform someone in the student's residence hall if the student intends to remain away overnight. This rule may be complied with by informing your Resident Assistant, Resident Director, roommate, or suitemate as to where you will be. This information will be used only if an emergency arises that requires getting in contact with you.

R. Assigned occupants of each room are financially responsible for keeping the room and its contents in good order and free of damage. The resident, at the time of checkout, will return the assigned space and its University furnishings in the same condition as they were received with the exception of reasonable wear and tear as determined by the Department of Housing and Residence Life. The Resident will be assessed charges for damage, loss, or special service due to misuse or abuse of his/her assigned space and the University property contained therein.

When the assigned space is shared and where the responsible resident(s) fails to assume responsibility, an equal portion of the charges will be assessed to each occupant.

Individual(s) identified as being responsible for damage, theft, loss, or special service (whether intentional or accidental) in public areas of the residence hall facility will be assessed the cost of repair, replacement, or restoration.

When individual responsibility cannot be determined, residents will be held collectively responsible for damage, theft, loss, or special service within/for the public areas or to University property within their residence hall. Incurred costs will be equally divided among all residents for their assigned public areas. Residents will have the opportunity to review damage assessments with the Residence Life staff and/or the residence hall Area Manager. Appeals to correct billing errors will be processed by the Business Manager.

Residents will take reasonable action to protect and prevent the residence hall from wanton, reckless, or negligent damage. Residents are expected to refrain from encouraging or participating in activities which will cause damage to occur and to report property or facility damage.

S. For your protection, please complete a "Residence Hall Room and Property Inventory" report on the condition of your room. This report form is supplied by the housekeeping department and must be filed with your Resident Assistant within 24 hours after you move into your room. Residents who choose not to complete the Residence Hall Room and Property Inventory will be held responsible for the condition of their assigned space based upon a prior room condition evaluation by the Department of Housing and Residence Life.

T. West Virginia University does not assume responsibility for personal accident, injury, or illness sustained by residents, guests, or visitors; nor for damage, theft, or loss of personal property. University employees are not authorized to accept articles for storage, whether or not the University is in session. It is suggested that proper insurance be obtained to protect yourself and your personal property.

II. Conditions of Assignment

A. Upon receipt by the Department of Housing and Residence Life of the advance housing fee, completed application cards, and contract properly signed, WVU agrees to provide in the residence hall, if space is available for the specified academic year,

second semester, or summer sessions, living accommodations and meals as outlined, and to grant to the student the use of the facilities of the residence hall.

B. Upperclass students (sophomore, junior, and senior) currently living in residence halls who desire to make application for the following year will be required to submit a new application and \$75.00 advance housing fee. These students will be notified of the procedure to be used for room drawing and when applications are being accepted. Room assignments will be made as soon as space is available. If demand is such that more space is needed for freshman students at the beginning of the academic school year, an additional person may be temporarily assigned to upperclass students' rooms.

Freshman students who cannot be immediately assigned to a regular space may be temporarily assigned to an "extended housing" space within a residence hall. When this situation develops, the freshman students most likely to be involved in extended housing will be informed as early as possible. Students assigned to extended housing must accept the first available assignment to a permanent space. Students assigned to extended housing, after the first full week of the semester, will be provided with a reduced rate for the room portion of their contract.

C. Only those applicants who have been admitted as students at WVU by the Office of Admissions and Records and have paid their advance housing fee will be assigned space in a residence hall.

III. Payments

A. Although the room and board contract is for the full academic year, the invoices are sent for one semester at a time.

The Controller's Office will mail the invoice to the student with a copy to the Department of Housing and Residence Life as follows:

First Semester—mailed to the student's home in August.

Second Semester—mailed to the student's residence hall in December.

Payment of room and board fees will be due by the close of business on Friday of the first full week of classes.

Make check or money order payable to West Virginia University. Remit payment to the WVU Cashier's Office. Identify all payments with student's name, student number, and purpose of payment.

B. Students receiving certain kinds of financial aid or guaranteed bank loans may make arrangements with the University Bursar to have their housing fees paid when these monies are sent to the University. Consult instructions provided by the Bursar for procedures for handling these cases.

C. In extreme hardship cases, special arrangements may be made to pay housing fees in two payments. If permission is granted, the student must pay one-half of the fee by the close of business on Friday of the first full week of classes; the second payment must be paid by the close of business on Friday of the fifth full week of classes.

Hardship cases which may be considered include:

1. Students depending on Social Security or Veteran's checks (proof of these will be required).

2. Students obtaining personal loans from banks which will not be processed in time to meet the payment deadline. A letter from a bank officer indicating that the loan has been approved must be presented.

Applications for hardship cases must be filed at least two weeks before the beginning of classes and will require a personal interview with a designated staff member in the Department of Housing and Residence Life.

D. Residents whose accounts become delinquent may be required to vacate their rooms and their meal tickets will be invalidated. Such students will be required to surrender their room keys and meal tickets, and they will continue to be held responsible for the entire room portion of their bills and a specified portion of the board for the remainder of the contract period.

The University may hold transcripts, registration, and graduation until delinquent accounts are settled.

IV. Cancellation and Refund Policy

A. Seventy-Five Dollars (\$75.00) Advance Deposit

1. If the Housing Office receives notice of cancellation in writing, the following refund rates apply:

a. \$25.00 refundable until July 15, for the academic year, and December 1, for the second semester.

b. No refund after July 15, for the academic year, and December 1, for the second semester.

2. The advance housing fee may be applied to the last payment of the Second Semester room rent. If the Second Semester room rent has been paid in full, the advance housing fee will be refunded automatically at the close of the semester.

B. Room and Board Payment

1. If a student officially withdraws from the University, having submitted the appropriate forms to the Office of Admissions and Records, the unused portion of the room and board will be refunded. The "unused portion" will be based on the date the student's possessions are removed from the room and the room key and meal ticket are surrendered.

2. If a student moves from the residence hall for any reason other than withdrawal from the University, the student will be held accountable for 100 percent of the room rent and 60 percent of the food service portion of the contract for the remainder of the academic year. If the student does not surrender the meal card, he or she will be held responsible for the entire contract for the academic year.

Appendix D— Cheating

The academic development of students and the overall integrity of the institution are primary responsibilities of West Virginia University. Cheating is condemned at all levels of life, indicating an inability to meet and face issues and creating an atmosphere of mistrust, disrespect, and insecurity. In addition, it is essential in an academic community that grades accurately reflect the attainment of the individual student. Faculty, students, and administrators have shared responsibilities in maintaining the academic integrity essential for the University to accomplish its mission.

Responsibilities

Students should act to prevent opportunities for cheating to occur, and in such a manner to discourage any type of cheating.

Faculty members are expected to remove opportunities for cheating, whether related to test construction, test confidentiality, test administration, or test grading. This same professional care should be exercised with regard to oral and written reports, laboratory assignments, and grade books.

Deans and department chairpersons are expected to acquaint all faculty with expected professional behavior regarding academic integrity, and to continue to remind them of their responsibility. Deans and department chairpersons shall assist faculty members and students in handling first-offense cheating allegations at the lowest possible level in the University, and with discretion to prevent damage to the reputation of any person who has not been found guilty in the prescribed manner.

Each member of the teaching faculty and all other WVU employees, including but not limited to assistants, proctors, office personnel, custodians, and security officers, shall promptly report each known case of cheating to the appropriate supervisor, department chairperson, or dean of the college or school concerned.

Cheating Defined

Cheating is defined to include any of the following:

1. Obtaining help from another student during examinations.
2. Knowingly giving help to another student during examinations.
3. The use of notes, books, or any other source of information during examinations, unless authorized by the examiner.
4. Obtaining without authorization an examination or any part thereof.
5. Plagiarism: submitting for credit, without appropriate acknowledgment, a report, notebook, speech, outline, theme, thesis, dissertation, or other written, visual, or oral material that has been knowingly obtained or copied in whole or in part from another individual's academic composition, compilation, or other product, or commercially-prepared paper.
6. Altering, or causing to be altered, the record of any grade in a grade book, office, or other record.
7. Taking an examination or doing academic work for another student, or providing your own work for another student to copy and submit as his/her own.
8. Presenting false data or intentionally misrepresenting one's records for admission, registration, or withdrawal from the University or from a University course.

Procedure for Handling Cheating Cases

Step 1. At the discretion of the student, faculty member, and chairperson of the department, some cases involving cheating where there is an admission, in writing, of guilt by the student may be satisfactorily resolved at the departmental level. The maximum penalty at Step 1 is an F in the course. Whenever a penalty is administered, the facts of the case shall be reported in writing to the dean of the college or school, and a copy forwarded to the Vice-President for Student Affairs for the Vice-President's permanent records. In cases wherein cheating occurs in a college or school other than that in which the student is a degree candidate, the results of the case shall be reported to the dean of the college or school in which the student involved is enrolled.

Step 2. When the student denies guilt, or the faculty member or department chairperson feels the penalties available at Step 1 are insufficient for a specific act, the dean of the college or school in which the course is offered shall be notified in writing of the specifics of the case. The dean shall then implement the following steps:

- a. Formal notification to the student of the charges and the nature of the evidence, which if proved would justify action.
- b. Opportunity for the student and witnesses to respond in writing, rebutting the charges.
- c. Opportunity for the student to request that the case be forwarded by the dean to the WVU Student Discipline Committee (Step 3).
- d. If the student admits guilt in a signed statement to the dean, or is found guilty, the dean shall prescribe the penalty deemed appropriate. Allowable penalties for Step 2 include F in the course, written reprimand, and probation. The dean shall promptly report thereon in writing to the President of the University and shall at the same time place a copy of such report in the permanent record of the student concerned and forward another copy to the Vice-President for Student Affairs for his records. A copy of such report will also be forwarded to the dean of the college or school in which the student is enrolled. The purpose of this copy of the report is to provide information in the event that further discipline or penalty may be deemed warranted by the dean of the college or school in which the student is a degree candidate. These records will be maintained by the dean until the student graduates, at which time the records will be destroyed.
- e. The dean shall have the prerogative to refer any first-offense cheating case to the WVU Student Discipline Committee. If the cheating allegation is a second offense, it shall be referred automatically to the WVU Student Discipline Committee (Step 3) for action under its guidelines.

Step 3. The WVU Student Discipline Committee shall handle cases on cheating referred by a dean or requested by a student. The case must be heard using the

Committee on Student Discipline guidelines. If the Student Discipline Committee finds the student guilty of cheating, it will recommend the penalty it deems appropriate under the circumstances to the President of the University and to the appropriate deans. Allowable sanctions in these cases include, but are not limited to, probation, suspension, or expulsion.

Appeal

The student may appeal to the President of the University any and all decisions of a dean, department chairperson, or Student Discipline Committee, in accordance with standard operating procedures as spelled out in the President's statement on due process of January 29, 1971. Appeals in regard to decisions made by the University's President may be taken to the Board of Regents.

Criminal Act in Connection with Cheating

If a student admits in writing that he/she has been guilty of cheating, or is found guilty of cheating by the Student Discipline Committee, in a case involving what is believed to be a criminal offense—such as theft of an examination or test materials, alteration of records, forgery, breaking or entering buildings, offices, desks, safes, or filing cabinets, damage to property, and other similar misconduct—the academic penalties and discipline as herein prescribed shall be applied. In addition the facts of the case will be presented to the appropriate prosecuting attorney for further investigation and for such criminal or other action as may be warranted.

HAIL, WEST VIRGINIA

Let's give a rah for West Virginia, and let us pledge to her anew,
Others may like black and crimson, but for us it's Gold and Blue—
Let all our troubles be forgotten, let college spirit rule,
We'll join and give our loyal efforts
For the good of our old school.

It's West Virginia, it's West Virginia,
The pride of every mountaineer,
Come on you old grads, join with us young lads
It's West Virginia now we cheer! (rah! rah!)
Now is the time boys to make a big noise
no matter what the people say—
For there is naught to fear, the gang's all here,
So hail to West Virginia hail!

MOUNTAINEER FIGHT SONG

Fight! Fight! Fight! Mountaineers—
We're here to cheer for you
Take that old ball down the field—
We're putting all our faith in you—
Play that team right off its feet—
You can't be beat we know—
And when the game is through we'll cheer for you
West Virginia, West Virginia, rah

ALMA MATER

Alma, our Alma Mater, the home of Mountaineers,
Sing we of thy honor, everlasting through the years;
Alma, our Alma Mater, we pledge in song to you,
Hail, all hail, our Alma Mater, West Virginia U.!

WEST VIRGINIA UNIVERSITY
Established February 7, 1867



... add to your faith virtue, and to virtue knowledge.

—2 Peter 1:5